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OF THE

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September 1939 - April 1944

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Rep : of the Librarian for September, October and November, 1939.

The present librarian took over his duties on September 27th.

Plans for the expenditure of the $7500 which the Library had been granted for building alterations and repairs were undertaken immediately, and the period which this report covers has been given largely to this work. A great deal has already been accomplished. In the basement, the southeast corner, formerly used for storage space, has been entirely reconditioned and is now in use as the acquisitions department. All the pipes were raised nearer to the ceiling, the walls and ceilings painted, the old floor removed and a new one of asphalt tile installed, new lights have been installed, a wash basin for the staff installed, and other general repairs have been made. The room is now lined with book cases, and the work formerly done in the northeast basement rooms is done here.

The basement corridor has been painted and new doors have been put at the Dickinson Street entrance. The corridor will be refloored and used for library purposes in the near future.

The northeast corner room of the basement, formerly the cataloging room, has been painted and is now in use as the librarian's office.

The greater part of the alterations and repairs have been on the main floor. It has been necessary to close the Library only one day during this work, altho at times some portions of the book collection have not been available for use by the public. Four arches have been cut in the walls which separate the two alcoves from the main reading room, and one arch in the wall between the reference

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room and the stack room. Painting of the walls and ceilings of the main floor rooms is now under way, and a portion of the main reading room floor has been covered with Battleship Linoleum. The remainder of the floor of this room will be covered upon completion of the painting. An acoustic tile ceiling will be installed in this room, and new lighting will make it adequate for its purpose.

The alcove formerly used as the librarian's office will be devoted to the library's circulating collection of art books.

New steel shelving has been purchased for use in the alcove at the rear of the main reading room. The book cases formerly there will be used in the reading room.

Two drinking fountains have been purchased, one for the Boys and Girls Department, and one for the main floor.

It is hoped that all work on the building can be completed by the end of the year.

Special observance of Book Week, November 12 -18, was held by the Boys and Girls Department.

Approximately 35 new shrubs have been placed in the hedge surrounding the grounds by the Kanawha Garden Club.

On October 10th the librarian addressed the Charleston District Nurses Association on "Your Winter's Reading", and on November 10th The Women of the Moose on "The Importance of Books".

Acquisitions.

Several miscellaneous gift collections have been received, the largest of which was one of about 250 books presented by Mrs. Chilton.

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ACCESSIONS.

Several miscellaneous gift collections have been received, the largest of which was one of about 850 books presented by Mrs. [illegible].

107 fiction titles have been acquired by purchase, and 178 non-fiction titles.

Circulation.

September, 1939.

Main Library		9747
Adult non-fiction	2668	
" fiction	5332	
Juvenile non-fiction	433	
" fiction	1314	
Bookmobile		1713
Garnet		1307
Crescent Center		289
	Total -	13056

October, 1939.

Main Library		10,566
Adult non-fiction	2973	
" fiction	5451	
Juvenile non-fiction	599	
" fiction	1543	
Bookmobile		2,109
Crescent Center		309
Garnet		1,511
	Total -	14495

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[illegible] non-fiction titles.

November, 1939.

Main Library		10,131
Adult non-fiction	2575	
" fiction	5048	
Juvenile non-fiction	683	
" fiction	1825	
Bookmobile		
Crescent Center		309
Garnet		

Sunday visitors.

September	161
October	252
November	231

Charles E. Butler

November, 1939.

Main Library

Adult non-fiction	[illegible]
" fiction	[illegible]
Juvenile non-fiction	885
" fiction	1885

Bookmobile

Discovery Center

Garnet 303

Study children.

September	1931
October	[illegible]
January	831

Report of the Librarian for December, 1939.

To the Board:

The month of December was taken up largely with the last of the important alterations to the physical plant. The Reference Room walls and ceilings were painted, and the reference books were redistributed. The two alcoves in the front of this room, which formerly housed the collection of bound periodicals, now contain respectively the non-circulating collections of Literature and Philology, and Science, Sociology and Industry. This segregation by subject will, with proper emphasis by the library staff, tend to stress the importance of these groups of books. The painting and re-grouping of the books caused the closing of the room for three days.

In the General Reading Room, an acoustic tile ceiling was hung, new wiring and light fixtures were installed, the old linoleum was removed and the floor nailed and sanded, new linoleum was laid and the walls were painted. The books were redistributed, and, except for some minor adjustments and the possible addition of some new furniture, the room is now ready for use.

The stack room at the rear of the building has been painted, and the floors have also been painted and strips of rubber matting laid in the aisles. This room, which housed at the time the entire fiction collection and a major part of the non-fiction, was closed for two days. This accounts for a slight drop in the book circulation for the month.

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Except for minor adjustments, the present alterations program may therefore be considered finished. The patrons of the library, and the staff, have been on the whole patient and considerate. The patrons, for the most part, seemed to observe the necessary confusion and disarrangement with pleasure and interest, even when they were prevented by scaffolds, wet-paint signs, etc. from obtaining the books they wished. Many of them have expressed gratification to the staff at the results, and it is our hope that an increased patronage will be the rule in the future.

Acquisitions

106 titles were acquired by purchase during the month. Of these, 4 were adult fiction, 25 non-fiction, and 77 were juvenile.

Circulation

December, 1939

Main Library		8,593
Adult non-fiction	2271	
" fiction	4586	
Juvenile	1736	
Bookmobile		1,356
Crescent Center		216
Garnet Branch		1,534
		11,699

This is approximately 1200 more than the circulation for December of 1938.

Except for minor adjustments, the present alternations program may therefore be considered finished. The patrons of the library, and the staff, have been on the whole patient and considerate. The patrons, for the most part, seemed to observe the necessary regulations and limitations. Library pamphlets were also they were permitted to remain. Attractive signs, etc. from assisting the cause were given. Many of them have expressed gratification to the staff at the results, and it is our hope that an increased patronage will be the rule in the future.

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Circulation

Statement 1

Main Library	8,323
" Fiction	4866
Juvenile	3,457
Bookmobile	1,386
Crescent Center	215
Station Totals	1,554
	11,239

Only 11 [illegible] were turned out due to [illegible] for lumber [illegible].

We face now the more important work of building up two factors in our library service to the city and the county: the book collection and our professional service. If we are to meet any standards at all, our circulation must be greatly increased; and our actual service to the citizens, as informal educators, must be greatly developed. Our first step in these directions will be a survey of that part of the population which holds library cards, in order to find which groups we need to touch. These questions need to be answered: What per cent of the population holds cards? What portion of card-holders use their cards? How many of these are school children? What groups do we serve? Professions, business, clerks, labor? We can find this out, and proceed accordingly, but it will be a long task. It will be worthwhile, I believe, for until we know where we are, we cannot proceed except in an aimless way. Unfortunately, there is no ideal library service. What is ideal for Boston is not ideal for Chicago, except in the vaguest generalities. It is therefore important, I believe, for us to study the library situation of Kanawha County, and to build on that.

Mr. MacLeish, the new Librarian of Congress, in an address at Carnegie Institute on October 19, said: "American libraries have executed magnificently the first half of their assignment, as that assignment was defined some 50 years ago by my distinguished predecessor in the Library of Congress. They have solved with great brilliance the problem of getting books for readers. They have developed practices of accession, of cataloging, of classification, which enable them to secure books intelligently and to make them

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readily available to inquirers. But they have not executed the second half of their assignment. They have not learned to get readers for books."

It is our plan now to work on the second assignment.

Respectfully submitted,

Charles E. Butler

1-5-40

Report of the Librarian for January, 1940.

Circulation

January, 1940

Main library		
Adult non-fiction		3,165
" fiction		6,066
Juvenile		1,832
	Total	11,063
Bookmobile		2,174
Crescent Center		287
Garnet Branch		1,823
		15,347

Acquisitions - One hundred and twenty new books were acquired during the month. Of these, thirty-seven were fiction and eighty-three were non-fiction. Among the more important titles were: Grose's Select Bibliography of English History; Vol. 1 of the new Dictionary of American History; the Cumulative Book Index from 1928; Lowndes Bibliographer's Manual of English Literature, in six volumes; and the Life, Letters and Speeches of Jefferson Davis, in ten volumes.

Gifts during the month included: Charleston High School, 91 volumes, among which was an excellent 18 volume edition of Pepys' Diary and a 10 volume edition of Ruskin's works. Other donors of the month were: the Southern Combed Yarn Spinners Association; the Commissioner General of Denmark; the Equitable Life Insurance Co., the Standard Oil Co., and the Civilian Military Education Fund.

January was a comparatively quiet month in comparison with the preceding three months, due to the fact that the more extensive alterations to the physical plant had been completed. Work of a more routine character has been in progress, such as a weeding out of the file of card holders and a time check on the daily circulation. This latter examination will enable us to determine more accurately the number of persons to be assigned to desk work during the different periods of the day, and should result in a more efficacious distribution of the staff in various duties. In this connection, a committee of the staff has prepared a new schedule for the 42 hour week: This schedule will go into effect on February 5th. We expect that it will be revised after a trial period.

The weeding out of the file of card holders is necessary for two reasons: the filing space is overcrowded, and libraries as a rule revise and clear the files at stated intervals. All applications, borrowers cards and delinquent borrowers cards

issued prior to 1931, the date on which the charging machine was installed, are being discarded. We expect eventually to set up a five year registration period, which will clear this file record of dead material.

Arrangements have been made during the month to concentrate the bulk of the library's book purchases with one of the local bookstores. This will result, we believe, to the good of both the city and the library, since the library will be able to obtain current material on publication date at the same discounts offered by out-of-town wholesalers, and this branch of local trade will gain some stimulation.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for

February, 1940.

The Library was open for circulation 24 days during the month. George Washington's Birthday was observed as a holiday, and as usual the Library was open on Sundays for reading and reference only. The circulation for the month was as follows:

Circulation
February, 1940

Main Library

Adult non-fiction	3,366
" Fiction	5,973
Juvenile non-fiction	644
" fiction	1,448
Total	11,431

Bookmobile	2,105
Crescent Center	388
Garnet Branch	1,886
Juvenile	563
Adult	1,323
Total	15,810

Acquisitions

One hundred and seventy-five titles were acquired by purchase during the month. Of these, twenty were adult fiction, eighty-one were adult non-fiction, and seventy-four were juvenile. The majority of the adult fiction were additional copies of current books on which there is the heaviest demand, such as Escape, The Grapes of Wrath, Kitty Foyle, and The Nazarene. Among the non-fiction, the more

interesting titles were: Period Piece, by Jenny Ballou, a penetrating study of the life and times of Ella Wheeler Wilcox; H. L. Mencken's Happy Days, Herbert Satterlee's Pierpont Morgan, Garman's study of James Joyce, and Hermann Rauschning's The Voice of Destruction. Gifts during the month included a group of 40 modern mystery stories, presented by D. A. Ketchum; a miscellaneous group of 16 titles from Mrs. H. P. Brightwell, and 14 books on Theosophy from Mr. Andrew Calderwood of Morgantown.

One of the large display windows of the Telephone Building on Lee Street were made available to the Library during the week of February 18th, and a display arranged by Mr. Simmons was installed. During the month the display niches in the lobby featured new books, material dealing with Washington and Lincoln, and books for Lenten reading. An exhibit of the work of the Charleston Camera Club was hung in the Main Reading Room for 10 days.

During the month school children participated in a competition for original drawings on Andrew Jackson, in connection with the Children's Theatre. All the drawings were on display in the Boys' and Girls' Department, where the judging took place.

Repairs to the building were made during the month. A leak developed in the roof during the recent rains, and trouble with the electric wiring in those parts of the building not occupied by the Library caused some inconvenience. Three emergency calls for an electrician were necessary, as well as three for plumbing repairs. A leaky radiator on the third floor above the Boys' and Girls' Department caused the floor to rot. The flooring was replaced, and a

new valve put on the radiator. The Appalachian Electric Power Company is making a check on the electrical system of the building, and we shall plan to put it into satisfactory shape.

We have begun to replace badly-soiled and frayed cards in the general card catalog. This was needed to be done for some time, and we hope gradually to renovate the entire catalog.

Weekly staff meetings, held in the morning before the Library opens, have been begun, and we plan to continue this. Exchange of ideas, discussion of current problems and of ways to improve and expand the Library's services are the topics of discussion. It is our hope that these meetings will serve to broaden staff viewpoints and to point the way to new horizons.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for March, 1940.

On the evening of March 28, the Woman's Kanawha Literary Society unveiled the bronze tablet which had been installed on the wall to the right of the Main Desk, commemorating the founding of the Library in 1908. Between forty and fifty persons attended the ceremonies, and the tablet was accepted by Mrs. Rummel on behalf of the Library Board and by Mr. Robertson on behalf of the Board of Education. Brief speeches were made by Mrs. Clark, Mr. Flinn, Mr. Connell and Mr. Mathews, of the Library Board, and by others.

During the month, the Carbide Camera Club sponsored an exhibition of prize-winning photographs in the Library. The Library maintained a display in the windows of an unoccupied store on Lee Street, calling attention to the new books and the services offered by the Library, for ten days. In the niches in the Lobby, the display of Books for Lenten Reading was continued through Easter, with a display of the Library's collection of the letters of famous writers and historical figures.

New tables and chairs have been acquired and placed in the three alcoves. This will definitely help to meet the demand for study room at peak periods. New stools have been purchased for use at the Main Desk. The Main Desk has also been rendered more efficient by the addition of bookcases placed directly at the rear of the space occupied by the desk. The handbooks, ready reference books, and ephemeral material which must be kept close at

hand will now be within easy reach of the staff, and the cases will serve also to shut off the rear of the Lobby and make it suitable work space. A typewriter table will be installed here for use in circulation work. Formerly the assistant working on overdue notices, etc., was forced to carry the heavy borrowers registers to the street floor for this work and to carry them back.

Floor cleaning fluids, waxes, and heavy waxing machines were demonstrated during the month by local representatives of supply houses. We are particularly eager to preserve the new flooring by means of adequate daily care, and have purchased a quantity of satisfactory wax and a small buffing machine. The demonstrations with cleaning materials revealed that the lobby flooring and the linoleum in the reference room can be made quite presentable with proper materials and effort.

Acquisitions. Four hundred and ninety books were acquired by purchase during the month. Of these, 316 were fiction, and 174 were non-fiction. The bulk of the fiction comprised replacements of older popular titles, rather than new works. However, even this substantial addition leaves the fiction collection most inadequate. It is safe to say that at least 50% of it should be discarded as hopelessly soiled, dated, and worn out: books that have long since served their purpose.

In the non-fiction, important titles include:

The Statistical Abstract of the U.S.

Bibliographic Index, 1939.

Dictionary of American History, vols. II & III.

Harper's Encyclopedia of Art.

Library of Literary Criticism, 8 vols.

Laurence Vail Coleman's The Museum in America.

F. J. Mather's Western European Painting of the Renaissance.

The Diplomatic History of the American People.

Twelve items were acquired for the Shakespeare collection, and several important works dealing with public library service.

Donors during the month included: Mr. W. E. Chilton, Jr., who gave a collection of 10 books by contemporary authors; Mrs. G.T. Thayer; the American Library Association; the Aetna Insurance Company; the Standard Oil Company; and the United States Steel Corporation.

New periodicals include: The Library Quarterly, The Southern Review, The Virginia Quarterly Review, Story Magazine, and West Virginia History.

The Librarian has been invited by the President of the American Library Association to serve, with two other librarians, on the Resolutions Committee for the 62nd Annual Conference of the A. L. A., which will be held in Cincinnati May 26-30, and has been

appointed by the West Virginia Library Association to serve as its official representative at the same meeting.

Circulation.

During March the total number of volumes issued for home use was 15,309.

Main Library		11,276
Adult----------	9,020	
" non-fiction----3,317		
" fiction--------5,703		
Juvenile----------	2,256	
" non-fiction---- 715		
" fiction--------1,541		
Crescent Center		240
Bookmobile		1,982
Garnet Branch		1,811

New registrations, 244

Respectfully submitted,

Charles E. Butler

Librarian

April 5, 1940

Report of the Librarian for April, 1940

The Library was open for circulation 26 days during the month. The book circulation was as follows:

Circulation:	Main Library	
	Adult non-fiction	3285
	" fiction	5444
	Juvenile non-fiction	690
	" fiction	1559
	Total:	10,978
	Bookmobile	2346
	Crescent Center	252
	Garnet Branch	1717
	Grand total:	15,293

The exhibit which was arranged in observance of the 500th Anniversary of the Invention of Printing was the outstanding event of the month. It was on view from April 13 through April 27. The Library is indebted to Mr. James Loop of the Printing Department of the Charleston High School for his invaluable aid in arranging the exhibit, which was sponsored jointy by the Library, the Printing Department, and the Charleston Typographical Union. Posters furnished by the Union were distributed through the county by the Bookmobile; the two local papers carried stories; and about one hundred invitations were mailed to prominent city and county residents. Original leaves from famous Bibles dating from the 12th to the 20th century; a group of leaves from

illuminated manuscripts of the 12th, 13th, 14th, and 15th centuries; early and rare books from the Library's collection; and examples of early printing in West Virginia were displayed. Dr. Alpha Owens, Roy Bird Cook, the State Department of Archives and History, and others, generously made available some of the most interesting items. Lack of space prevented our accepting many offersof material.

During April the Library began the closing of the building on Sundays. No noticeable response has been felt.

Mr. William Phillips, a student at Charleston High School, began work on April 1st as afternoon page and book-shelver.

Crescent Center was discontinued as a branch of the Library on April 30th. For at least the month of May it will be operated by a private agency, and the Library's books are remaining as a temporary loan collection.

Acquisitions . 432 titles were acquired by purchase during the month. Of these, 223 were adult ~~XXXXX~~ non-fiction, 33 were adult fiction, and 176 were juvenile. About one-half of the current periodical subscription list was renewed during the month: the list is so made up that one-half is renewed during the winter and one-half in the spring.

Respectfully submitted,

Charles E. Butler

Librarian

May 3, 1940

KANAWHA COUNTY PUBLIC LIBRARY

CHARLESTON, WEST VIRGINIA

HARLES E. BUTLER, Librarian

Report of the Librarian for May and June, 1940

The Library was open for service twenty-six days during May, and twenty-five days during June. The book circulation was as follows:

Circulation

May, 1940

Main Library		
Adult non-fiction	2571	(2724)
" fiction	4942	(4715)
Juvenile non-fiction	493	(541)
" fiction	1460	(1352)
Total	9,985	(9332)
Bookmobile	1,730	(1321)
Garnet Branch	1,393	
Grand total	13,117	

June, 1940

Main Library		
Adult non-fiction	2413	(2524)
" fiction	4971	(5159)
Juvenile non-fiction	645	(694)
" fiction	1804	(1763)
Total	10,336	(10,140)
Bookmobile	1072	(1104)
Garnet Branch	1406	(1212)
Grand total	12,823	(12456)

KANAWHA COUNTY PUBLIC LIBRARY

CHARLESTON, WEST VIRGINIA

HARLES E. BUTLER, Librarian

The Librarian was absent from May 23rd to June 6th, attending the annual conference of the American Library Association in Cincinnati and the special three-day Institute for County Librarians which preceded the Conference. Mr. Simmons and Mrs. Miner of the staff were also in attendance, the former for the entire week of the Conference and Mrs. Miner for the first three days. About 3200 librarians, trustees and members of the book trade registered at the Conference. Some 82 regular meetings were scheduled during the week. The three staff members managed to cover quite a few of these in addition to checking on the extensive exhibits and visiting local libraries. During June the Charleston Camera Club held an exhibit of the work of its members, and during May the work of the students of the Art Department of Morris Harvey College was on display.

Miss Collins of the staff left on June 15th to attend the summer session at the library school of George Peabody College for Teachers at Nashville. She is studying advanced cataloging, and will return to the Library on July 20.

Revisions of the Library's records and book collection are proceeding slowly. The file of card-holders is being weeded and brought up to date, and new borrowers cards are being issued. The new cards are the identification type, and in addition to being more conveniently carried by library patrons, their use eliminates considerable clerical work. Theyhave to be replaced only when lost by the patron, instead of needing replacement after about thirty books have been ckecked out.

KANAWHA COUNTY PUBLIC LIBRARY

CHARLESTON, WEST VIRGINIA

HARLES E. BUTLER, Librarian

Approximately five hundred books have been withdrawn from the active collection. It is not quite correct to designate them as "active" since many of them had not circulated for ten and fifteen years. The majority were hopelessly soiled and worn, and either had been rebound or were not worth re-binding. Several hundred more, from the accumulation of gifts over many years, were discarded after examination. The bulk of the withdrawals were donated to the Union Mission. We considered giving many of them to various institutions and needy libraries in the county and state, but it was our considered opinion that they were past use. The Union Mission can sell some of them and the rest can be baled and sold for paper. This activity will continue for some months, until all useless material has been weeded out, and we hope to make consideration of the book collection a regular and continuing part of our routine.

Acquisitions

During the past two months the Library has acquired by purchase 655 volumes. Of these, 412 are non-fiction, and 243 are fiction. 419 volumes have been rebound. The bulk of the fiction purchased is not current ephemera, but replacements of standard classics and works by extablished modern novelists, such as George Eliot, Hawthorne, Hardy, Conrad, Proust, H.G. Wells, etc. We have continued, of course, to add desirable current titles.

Respectfully submitted,

July 12, 1940

Charles E. Butler

Report of the Librarian for July and
August, 1940.

For the month of July the book circulation was as follows:

Boys' and Girls' Department

Non-Fiction---------	542	(488)		
Fiction----------	1674	(1747)		
Total----------			2,216	(2,235)

Adult Department

Non-Fiction---------	2993	(2559)		
Fiction----------	5390	(5665)		
Total----------			8,383	(8,224)
Bookmobile---------	2346	(2141)		
Garnett Branch-----	1557	(1360)		
Grand total----------			14,502	(14,260)

For August:

Boys' and Girls' Department

Non-Fiction-------	359	(409)		
Fiction----------	1296	(1641)		
Total----------			1,655	(2,050)

Adult Department

Non-Fiction-------	2767	(2646)		
Fiction----------	5632	(5803)		
Total----------			8,399	(8,449)
Bookmobile----------	2138	(2734)		
Garnett Branch---------	1251			
Grand total:-----			13,443	(13,574)

The figures in parentheses indicate the totals for July and August of 1939.

Re-registration of active borrowers and the issuing of new cards, which was begun the first week in July, is continuing. About 1200 active borrowers have been re-registered. This of course is only part of the number of persons who have used the Library during the period. Re-registering takes extra time, and the staff is not able to handle each patron who presents an old card. This work will continue until the card-holders file is an accurate and complete record of our patrons.

Staff.

The vacation schedule has been completed except for one member of the staff. The Librarian attended the University of Chicago Graduate Library School's summer Institute from July 29 to August 9, and was on vacation until August 27. Miss Helen Mosser was on leave of absence during July, and following her vacation during the first two weeks in August, chose to have her release take effect then. Miss Letitia Ferguson will replace her on September 9, as head of the newly-created Circulation Department.

Boys' and Girls' Department.

Story telling programs continued during the summer, on Saturdays at ten-thirty. Miss Iris Knight and Mrs. Jerry Mitchell assisted members of the staff in conducting the programs. A summer book club, which began with fifty-four members, was conducted, with book discussions and other activities. The Department was used by a large number of Morris Harvey summer students for courses in Children's literature. Upon the suggestion of Dr. Wise, City Health Commissioner, the Boys' and Girls' Room was closed on August 30,

to guard against possible spread of infantile paralysis. The room will remain closed to the children until the opening of school.

Publicity. A display was planned and built for the West Virginia Fair, but was not used because of the cancellation of the event. The display will be used in the exhibit windows of the Telephone Building in October.

Acquisitions.

During July and August 187 volumes were acquired by purchase. Of these, 165 are non-fiction, and 21 are fiction. 87 volumes were rebound. Outstanding titles are: A Study of History, Professor Toynbee's monumental 6 volume work; Volume Two of the Dictionary of American English; John Anderson's history of The American Theatre; New England: Indian Summer, by Brooks; two volumes of America's Lost Plays; the 1940 edition of American Colleges and Universities, issued by the American Council on Education; the Longmans Green editions of the Chamber Music of Beethoven, Schubert, Mozart, Brahms and Haydn; and the new edition of Chambers' Cyclopedia of English Literature, in 3 volumes.

428 worn out volumes were discarded.

Gifts have been received from: Mr. Douglas McNeill; Mrs. C. W. Crislip; The National Coffee Department of Brazil; The German Library of Information; Mrs. W. L. Smith; Mr. Jack Maurice; Mrs. Alice P. Cain; Mr. James Emery Brooks; and others.

The South Charleston Police Department apprehended two men who had mutilated and sold four library books on August 19. The books were checked out on the card of one of the offenders.

The police recovered the books, and on August 20 the men were sentenced to jail. Mr. Simmons represented the Library in the matter.

Approximately a dozen books were borrowed by inter-library loan from the Library of Congress and the Library of the University of Michigan for two city patrons.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for September, 1940.

September was a quiet month on the whole, as far as public activity was concerned. The circulation showed a slight downward curve. This may have been due to the infantile paralysis epidemic, since many parents who use the library have no one with whom to leave their children and as a result came less frequently. The postponement of the opening of the county schools was undoubtedly another factor. Morris Harvey opened on September 12, and the library staff has observed a small decrease in the number of college students making use of our collection. We hope this indicates that the college library's collection is being made more adequate. It is too early to be able to say whether the improvement in business, due to the stimulation of war industries, will have a more extended effect on circulation. In the past, libraries throughout the country have noted that as business and industry improve, circulation figures drop.

Circulation statistics for September, 1940.

Children's department.

Open only one day, September 30.

Non-fiction	11	(433)
Fiction	33	(1314)
Total	44	(1747)

Adult department.

Non-fiction	2401	(2668)
Fiction	5268	(5332)
Total	7669	(8000)

Total of			
Main department	7713	(9747)	
Bookmobile	1975	(1713)	
Garnet Branch	1026	(1307)	
Grand total:			10,714 (12,767)

Figures in parentheses are for September, 1939.

Miss Ferguson joined the staff on September 9, and Miss Wilson on September 19. Miss Quarrier, whom the latter is replacing during the fiscal year, enrolled in the Library School of William and Mary during the month. She will be there until the middle of June.

Building.

The broken filter glass in the interior sky lights on the third floor was replaced at the request of Morris Harvey.

Exhibits.

A display of prize-winning photographs was on view for two weeks, sponsored by the Carbide and Carbon Camera Club. New titles, a group of books on the United States, and biographies of the Presidents were featured in the display niches in the lobby during the month.

Re-registration of borrowers is continuing. An encouraging increase in the number of new patrons has been noticed. During September 321 persons applied for cards at the Main Library. Only when re-registration has been completed will we be able to estimate the percentage of the population registered as active borrowers. For the

45 cities in our population group which report to the American Library Association, the median is 29%. Whether we will be above or below this figure, it is impossible to say. The number of registered borrowers does not, of course, tell the entire story of a library's influence. Information given by telephone, the atmosphere itself, those who read in the building rather than take books to less pleasant rooms - all these phases are perhaps as important as those which can be measured and plotted on a graph.

Acquisitions.

352 volumes were acquired by purchase during September, at a total cost of $666.06. Of these, 215 were adult non-fiction, 69 adult fiction, and 67 juvenile. Gifts were received from Miss Lisa Spilman, Mr. S. F. Musselman, Mr. and Mrs. Colin Clements, Mrs. Harry Porter, The American Tobacco Co., and the National Soap Sculpture Committee.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for October, 1940.

The Library was open 27 days during the month. The book circulation was as follows:

Circulation October, 1940.

	1940		1939	
Main Department				
Boys' and Girls' Dept.				
Non-fiction	605		599	
Fiction	878		1,543	
Total		1,483		2,142
Adult Dept.				
Non-fiction	3,243		2,973	
Fiction	5,334		5,451	8,424
Total		8,577		
Total for Main Dept.		10,060		10,566
Bookmobile		2,114		2,109
Garnet Branch		1,472		1,511
Loan to Crescent Center		54		309
Grand total		13,700		14,495

This total is approximately 800 less than for October, 1939. The decline is largely in the Boys' and Girls' Department, which may still be feeling the effects of the infantile paralysis

epidemic. A slight increase was noted in the Adult Department, especially in the non-fiction books. There was a gain of approximately 3000 over last month.

212 new borrowers were registered.

Building. Thorough repair of the roof of the building was begun by the Board of Education. This work, which has been badly needed, is now in progress. Bids have been asked on painting of the interior and exterior window frames on the second and third floors, and on repairs to the sidewalks surrounding the building. The West Virginia Heating and Plumbing Company was directed to furnish and install a new vacuum pump in the boiler room, and a new water storage tank. The present tank is dangerously dilapidated. The boiler has been in need of new pumps for some time. The cost of the vacuum pump and the tank will be $621.00.

The front doors, several of the windows, the entrance steps and balustrades, and the sidewalk were badly marked with whitewash on the night of October 30, presumably by out-of-town enthusiasts of the college whose football team will play Morris Harvey on November 2. No permanent damage was done, but it is regrettable that a public building should bear the brunt of a misdirected collegiate rivalry.

The seven-day fiction collection, for which there was a charge of five cents a week, has been discontinued. All circulation books are now free.

A small, balanced collection of books was sent to Crescent Center. These will circulate from the Center for an eight-week period, at the end of which time they will be returned here and a new collection deposited. A permanent collection of reference books, unusable here, was also sent.

An exhibit of block prints by Blanche Lazzell was on view for three weeks, sponsored by the West Virginia Allied Artists Association. It was well patronized.

In accordance with the action of the Board in April, Mrs. Smithy was released as a member of the Library staff on October 15.

A conference was held with representatives of the Baker Equipment Company and the Gerstenlager Co., truck body manufacturers, regarding the new bookmobile. The bookmobile will be delivered probably sometime in November.

Progress has been made in the work on the West Virginia pamphlet collection. The entire collection has been sorted and arranged in pamphlet boxes. Most valuable among these pamphlets are those dealing with the West Virginia mounds entitled Who Were the Mound Builders?; South Charleston Mound, by George A. Matthews; Shall Not the Mound be Preserved?, and Some local archaeology: a paper read before the W. Va. Historical and antiquarian society in 1898. The scarcity of material on the West Virginia mounds combined with the fact that the pamphlets are out of print, increases their value. A folder containing pictures of early West Virginia buildings, many of which are no longer standing,

is of historical interest. A title check-list of each pamphlet has been typed.

Acquisitions. A total of 577 volumes were acquired by purchase during October, at a cost of ~~$1627.21~~. $1629.06

The most outstanding were the 73 volume set of The Travels and Explorations of the Jesuit Missionaries in New France, 1610-1791, edited by Thwaites, and Early Western Travels, 1748-1846, edited by Thwaites, in 31 volumes. Both of these collections of original narratives are of great historical and literary significance, and the Library has added considerably to its value in acquiring them. William Safford's Life of Harman Blenerhassett, published in 1853, was also acquired, as well as seven West Virginia county histories.

Gifts have been received from the Windermere Press, New York City; the Brookgreen Gardens, Georgetown, South Carolina; Miss Wilma Buckley; the Carnegie Foundation for the Advancement of Teaching; and the Southern Railway Company.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for November, 1940.

The Library was open 24 days during the month. The book circulation was as follows:

Circulation November, 1940

	1940		1939	
Main Department				
Boys' and Girls' Dept.				
Non-fiction	973		683	
Fiction	1,063		1,825	
Total		2,036		2,508
Adult Dept.				
Non-fiction	2,992		2,575	
Fiction	4,939		5,048	
Total		7,939		7,623
Total for main dept.		9,975		10,131
Bookmobile		1,668		2,074
Garnet Branch Library		1,233		1,743
*Crescent Center Library				309
Grand Total		12,876		14,257

The total is approximately 1,300 less than that for November, 1939. There was a slight increase in the Adult Department, as there was in October over the same month of 1939, but the Boys' and Girls' Department, The Bookmobile, and Garnet Branch all registered decreases. These decreases, along with the loss of the small cirulation from Crescent Center Branch, probably accounts for the loss.

* This branch has been discontinued.

One hundred and eighty-one new borrowers were registered, including 24 with the Bookmobile. This continues to be encouraging: A total of ~~724~~ 738 new borrowers have enrolled since September 1. It is our hope that these new registrations will off-set the inevitable dropping away of those borrowers who read nothing but the most ephemeral fiction and who have begun to find the book collection not built according to their tastes.

Miss Virginia Kiser and Mrs. Barbara Stone Kekwick were added to the staff on November 1. Mrs. Kekwick is assisting in the Boys' and Girls' Department on Saturdays: Miss Kiser does general clerical work in addition to acting as the Librarian's secretary and typist in the Catalog Department. A gratifying increase in the output of the Catalog Department has been evident.

An exhibit of international prize-winning photographs, sponsored by the Carbide Camera Club, was on display for two weeks. Discussions were held with the President of the Allied Artists of West Virginia, with the result that a definite schedule of exhibits, sponsored by the group, will be on view during the next six months. Travelling exhibits, as well as the work of selected local and regional artists, will be secured.

The Librarian, Miss Ferguson, and Mr. Simmons attended the meeting of the W. Va. Library Association in Huntington on November 8. The Librarian was again appointed the representative at the meetings of the American Library Association.

The Librarian went to Wooster, Ohio, where the new Bookmobile is being built. The factory representative reported that progress on

the truck body has been delayed and that in all probability it cannot be delivered until late in January.

The re-designing of the Main Desk was begun on November 26. A portion of the present desk will be used in the lobby for the return and renewal of books, and as an information desk, and another smaller portion will be used in the Main Reading Room for the Charging of books. ~~of books~~. This arrangement, in addition to giving the lobby a more spacious and attractive appearance, will facilitate our service to the public and eliminate a good deal of confusion.

Building. The efficiency of the heating plant used by the Library has been increased by the installation of the new vacuum pump. The Library formerly used a two-motor system, which although efficient in its day, had become obsolete. During the past year the old system had been repaired many times. These repairs were only temporary, because due to age the pumps were subject to numerous break downs. These interruptions prevented the Library from furnishing adequate heat for upper floors of the building. A Hoffman vacuum pump of the latest design has replaced the old two-motor system.

A 100 gallon stonesteel storage tank has replaced the old galvanized tank. This new tank should give service for a long period of time. It will resist the chemical action of water, and will provide a sufficient supply of hot water for the entire building.

The lighting system used in the Library Stack room has been greatly improved. This improvement was made possible by the installation of 27 Holophane units. This is a prism type of glass shade which spreads the light without glare. Before this installation,

the stack room was using 2700 watts. With this new system it is now possible to achieve more efficient lighting on the books and also to prevent glare between the aisles. A saving of 1080 watts is possible because the new method uses only 1620 watts. A change was also made in the electrical circuits which now permits the lights to be controlled, as needed, from a switch panel in the alcove just outside the stack room. This change makes possible an additional saving in electrical current consumption.

Acquisitions. A total of 654 volumes were acquired in the Adult department during the month. 443 were non-fiction, at a cost of $989.78, and 211 were fiction, at a cost of $301.46. Expenditures for the Boys' and Girls' Department were $540.11, and for rebinding, $128.29. $1,969.11 was expended in all for books, binding and related materials. Among the more outstanding titles were: The Oxford History of England; The Official Code of West Virginia; Bennett's Chemical Formulary; Liddell's Greek-English Lexicon; the Catalogue of Goethe's Works published by Yale University; Shelley, written by White; and Brogan's France under the Republic. An adequate supply of such current popular titles as Oliver Wiswell and For Whom the Bell Tolls are in circulation.

Gifts have been received from Mr. Edward Tabler; Mr. Bayard Ennis; and George R. Wood.

Respectfully submitted.

Charles E. Butler

December 6, 1940

Report of the Librarian for December 1940

December was, as usual, one of the more quiet months of the year. The Library was open twenty-three days during the month, being closed all day Christmas and at 1 P.M. on Christmas Eve and New Year's Eve. The book circulation was as follows:

Circulation December, 1940

		1940		1939	
Boys' and Girls' Dept.					
Non-fiction		771		487	
Fiction		774		1,249	
	Total		1,545		1,736
Adult Dept.					
Non-fiction		2,652		2,271	
Fiction		3,770		4,586	
	Total		6,422		6,857
Garnet Branch					
	Total		1,347		1,534
Bookmobile	Total		1,528		1,356
Crescent Center Branch			- ---		216
	Grand Total		10,842		11,699

Main Dept: Adult New B163
Reg. 133

Bookmobile: 16 new

Garnet Branch: 18 new

The Grand total is approximately 850 less than for December of 1939, all departments with the exception of the Bookmobile having shown a slight decrease. In the Adult Department the non-fiction circulation was higher than for the corresponding period a year ago.

One hundred and seventy-nine new borrowers were registered, including sixteen with the Bookmobile. It may be asked, since the Library is consistently attracting new borrowers, why the circulation of books does not rise accordingly, and the answer, I believe, is that the circulation is of fewer but better books. It is increasingly difficult for the reader of essentially worthless books to come in, spend a brief time here, and depart with six or eight mystery or love stories which can be read in as many hours. It is important, of course, for the Library to serve many more of the citizens of the community than it now serves, or has served in the past, and it is important for us to circulate more books. We could have, without a doubt, shown an appreciable increase in circulation figures for the past months if we had observed less discrimination in book expenditures, but in the long run a solid and substantial growth is to be preferred.

An exhibit of etchings and lithographs by contemporary artists was on display for two weeks. This was the first of the series sponsored by the Allied Artists of West Virginia.

The exterior frames of all the second and third floor windows were painted, and the main service desk in the lobby was re-designed and refinished during the month.

The Librarian attended the Mid-Winter Conference of the American Library Association in Chicago, from December 27-30.

300 discarded books were given to the Morris Memorial Hospital. A smaller group was given to the Union Mission.

Four Story Hours were conducted by the Boys' and Girls' Department. There was an average attendance of 9 children at each.

Three hundred and thirty-three volumes were acquired by purchase during December. Of these, 213 were non-fiction and one hundred and

twenty were fiction. A total of $908.52 was expended for books, rebinding, and periodicals.

A collection of approximately 175 volumes of the Kanawha County Teacher's Library was deposited with us. The collection has been placed with the Library's books on education.

Respectfully submitted.

Charles E. Butler

February 6, 1941

Report of the Librarian for January, 1941

The Library was open twenty-six days during the month. The book circulation was as follows:

Circulation January, 1941

	1941		1940	
Boys' and Girls' Dept.				
Non-fiction	867		485	
Fiction	981		1,347	
Total		1,848		1,832
Adult Dept.				
Non-fiction	4,016		3,165	
Fiction	5,488		6,066	
Total		9,504		9,231
Total for Main Dept.		11,352		11,063
Bookmobile:		2,070		2,174
Garnet Branch:		1,575		1,823
Crescent Center:		- ---		287
Grand Total		14,997		15,347

The grand total, while over 4,000 higher than December's, is approximately 250 less than that for January, 1940. Garnet Branch and the Bookmobile registered slight declines; the Boys' and Girls' Department remained about the same; the Adult Department registered an increase of approximately 275. The non-fiction circulation was over 800 higher than for January, 1940.

The new bookmobile was put into operation on January 23rd. Its main features are a greatly increased book capacity, with all interior shelving.

An interview with the Librarian was broadcast over W.C.H.S. from the Bookmobile, which was parked at the front of the Library, on Saturday, January 25th at 8:30 P.M.

Staff Four staff members were ill during the recent influenza epidemic, and Mr. Phillips, the afternoon page, who was inducted into the Army, was replaced by Ray Jones, a student at Stonewall Jackson. We are continuning to avail ourselves of the part-time services of two Morris Harvey N.Y.A. students, and of one other student who is doing practice work preparatory to library school attendance.

The series of exhibits sponsored jointly by the Library and the Allied Artists. of W. Va. was continued with a two-week showing of water-colors by Milo Winter. The series will continue until June.

Dr. Wood, a member of the Library Board since 1934 , died on January 9th. He had been in ill health for some months.

Re-registration of borrowers is continuing. Over 3,200 new type cards have been issued. It will probably be many months before this is finished, since it is being done in connection with general circulation activities. One hundred and sixty-five borrowers were re-registered. A total of 295 new borrowers were issued cards during the month.

In the Adult Department, 484 volumes were acquired by purchase. Of these, 349 were non-fiction and 135 were fiction. $1,732,54 was expended. The breakdown is as follows:

Adult Department

Volumes	484	
	Non-fiction	349
	Fiction	135
Titles	417	
	Non-fiction	318
	Fiction	99

Costs

Non-fiction	$ 1,164.16	
Fiction	209.51	
Postage	1.92	
Rebounds	87.93	
Foreign Language Books .	36.85	
Periodicals	187.48	
Juvenile Department	44.69	
Total		$ 1,732.54

768 books were accessioned during the month, and 797 volumes, (582) titles) were catalogued. We are slowly beginning to diminish the large accumulation of gift material which has been on hand, in many cases, for some years. The tendency has been to allow this material to wait while current titles are worked on, and to some extent this practice must necessarily be continued. We hope, however, to give an increased amount of time to these books which have been in storage.

Gifts were received from the British Library of Information; Morris Harvey College; and the Carbide and Carbon Chemicals Corporation.

Respectfully submitted.

Charles E. Butler

February 6, 1941

Report of the Librarian for February, 1941

The Library was open for circulation 24 days during the month. The circulation of books for the whole system was 14,917, eighty less than that of January. Non-fiction in both adult and juvenile books increased over February of 1940, although the total is some eight hundred less. A detailed account of circulation follows:

Circulation for February, 1941

	1941		1940	
Boys' & Girls' Dept.				
Non-Fiction	1,088		644	
Fiction	1,094		1,448	
Total		2,182		2,092
Adult Department				
Non-fiction	3,813		3,366	
Fiction	5,170		5,973	
Total		8,985		9,339
Crescent Branch				388
Bookmobile				
Adult				
Non-fiction	267			
Fiction	1,504	1,771		
Juv.				
Non-fiction	85			
Fiction	345	430		
Grand Total		2,201		2,105
Garnett Branch				
Adult				
Non-fiction	366			
Fiction	702			
Juv.				
Non-fiction	306			
Fiction	175			
Total		1,549		1,886
Total of all depts.		14,917		15,810

Cards were issued to 382 new borrowers during February. This includes 73 in the Boys' and Girls' Department and 222 in the Adult Department. 426 old borrowers were re-registered.

The staff has observed an increasing number of colored residents using the Library. In many instances they are high school students who should ordinarily be expected to draw upon Garnet Branch for standard books. This increased use of the Main Library may or may not be significant.

An exhibit from the Division of Graphic Arts of the Smithsonian Institution, sponsored by the Art Department of Morris Harvey College, was on view from February 18th to February 25th. The exhibit illustrated the processes of printing of woodcuts, line-engravings, etching, lithography and rotogravure.

The Librarian spoke on the work of the Library to the Literature Department of the Charleston Woman's Club on February 7, and to a fellowship group of St. John's Church on February 19.

344 volumes were acquired by purchase during the month. Of these, 278 were non-fiction and 66 were fiction. 529 volumes were catalogued and placed on the shelves. Among the more outstanding titles were: A Manual of Municipal and County Parks, edited by L. H. Weir; Horizons Unlimited, by Paul Johnston; The American Notebooks of Nathaniel Hawthorne, edited by R. Stewart; and the six-volume How America went to war, issued by Yale University Press. Titles most in demand are: Hitler's Mein Kampf; Hemingway's For whom the bell tolls; Anne Lindbergh's The wave of the future.

A file of Bulletins of the Garden Club of America, 1921-1940, was received as a gift from Mrs. Robert McCabe.

Respectfully submitted

March 7, 1941

Charles E. Butler

books were issued to [illegible] borrowers [illegible] number.

Volumes 73 in [illegible] additions [illegible] the [illegible] department. 425 old borrowers were re-registered.

The [illegible] observed an increase [illegible] relative [illegible] using the library. [illegible] borrowers [illegible] conditions [illegible] also [illegible] books. This increased use of the [illegible] library [illegible] be [illegible]

[illegible] from the [illegible] of [illegible] the [illegible] [illegible] Institution, [illegible] by the [illegible] of [illegible] [illegible] was [illegible] [illegible] [illegible] the [illegible] of [illegible] [illegible] [illegible]

Report of the Librarian for March, 1941

The library was open 26 days during the month. The circulation was as follows:

Circulation Record - March, 1941

Main Department: 1940-41

Adult Division

Non-fiction	4166	(3317)
Fiction	5552	(5703)
Total	9718	(9020)

Boy's & Girls' Dept.

Non-fiction	1338	(715)
Fiction	1098	(1541)
Total	2431	(2256)

Main Dept. Total	12,149	(11,276)
Non-fiction	5499	
Fiction	6650	

Bookmobile

Children

Non-fiction	96	(66)
Fiction	427	(316)
Total	523	(382)

Adult

Non-fiction	302	(204)
Fiction	1742	(1536)
Total	2044	(1740)
Non-fiction	398	
Fiction	2169	

Grand total	2567	(2122)

Crescent Center (240)

Non-fiction	4105	(2221)
Fiction	5552	(5705)
Total	9718	(9926)

Boys & Girls' Dept.

Non-fiction	1338	(715)
Fiction	1092	(1341)
Total	2431	(2056)

Non-fiction	322	(224)
Fiction	1742	(1536)
Total	2064	(1760)

Garnett Branch Library

Children					
Non-fiction	387				
Fiction	192				
Adult					
Non-fcition	477				
Fiction	717				
Total		Non-fiction	864		
		Fiction	909		
		Grant Total		1773	(1811)

GRAND TOTAL: 16,489 (15,449)

190 new patrons were registered as borrowers during the month. Of these, 87 were in the Adult Department of the Main Library; 39 were in the Boys' and Girls' Department; and 42 were with the Bookmobile. 176 re-registrations were affected.

The circulation was more than 1000 higher than for March of 1940, and was some 1500 above last month's. Increases were noted in all departments with the exception of Garnet Branch.

900 annotated booklists dealing with "Industrial Training for National Defense," prepared by the American Library Association, were given to the Kanawha County Vocational Education Director for distribution to students in the industrial training classes for national defense. Copies of the list are also available in the library.

Two exhibits were on view during the month. The first was one of the series sponsored jointly by the Library and the Allied Artists of West Virginia, and consisted of drawings by Mr. Joseph Hugh. The second was a selection of prize-winning photographs in the National Newspaper Amateur Snapshot contest.

Special displays of books for Lenten reading and books on gardening were placed in the niches in the lobby

Total	Non-fiction	364
	Fiction	989
Grand Total		1373 (1.11)

150 new volumes were received and borrowed during the month. Of these, 87 were in the adult department of the main library; 39 were in the boys' and girls' department; and 24 were with the bookmobile.

The circulation was one than 1000 higher than for month of 1940, and was some 1500 above last no th's. Increases were seen in all departments with the exception of Music Dept.

900 annotated booklists dealing with "Industrial Training for National Defense," prepared by the American Library Association, were given to the Kennebec County Vocational Director Director for distribution to educators in the industrial training courses for national defense. Copies of the list are also available in the library.

Two exhibits were on view during the month. The first was one of the series sponsored jointly by the Library and the Allied Arts of East Vassalboro, was conducted of drawings by Mr. Joseph Pope. The second was a selection of prize-winning photographs in the National Newspaper Number Business contest.

Special displays of books for Lenten reading and books on gardening were placed in the display in the lobby

Acquisitions. In the Adult Department, 706 volumes were acquired by purchase and accessioned during March. 513 volumes were catalogued and placed on the shelves. Noteworthy additions to the Library's collection during the month include: The Illustrated London News, 1843-1939; The Quarterly Review, 1809-1939; Encyclopedia of Canada; The Cambridge Bibliography of English Literature; A History of the United States, by John Hicks; America's Lost Plays, Volume 10; Cobbett's State Trials, 1163-1820, 34 vols.; Chronicles and Memorials of Great Britain and Ireland, (264 volumes); Publications of the Bibliographical Society (86 volumes). 209 volumes were received in the Boys' and Girls' Department.

A miscellaneous collection of approximately 800 volumes on medicine and medical history, and 100 pamphlet boxes, were received as gifts from the West Virginia Medical Association. Other gifts were received from the Carbide and Carbon Chemicals Corporation; Mrs. Trelease; and Mr. Apsted.

Respectfully submitted,

Charles E. Butler

Librarian

Registration of Borrowers, March

1941

Main Department

Adult Division

New Borrowers	87
Re-reg. "	158

Boys' & Girls' Dept.

New Borrowers	39
Re-reg. "	

Bookmobile

New Borrowers	42
Re-reg. "	18

Garnet Branch Library

New Borrowers	32
Re-reg. "	

TOTAL

New Borrowers	190
Re.Reg. "	176

Report of the Librarian for April, 1941

The Library was open 26 days during the month. The book circulation was as follows:

Circulation Record - April, 1941

Main Department			
Adult Division			
Non-fiction		3427	(3285)
Fiction		4353	(5444)
Total		7780	(8729)
Boys' & Girls Dept.			
Non-Fiction		1059	(690)
Fiction		900	(1559)
Total		1959	(2249)
Main Library			
Non-fiction		4486	(3975)
Fiction		5253	(7003)
Total		9739	(10978)
Bookmobile			
Juvenile			
Fiction		502	(401)
Non-fiction		118	(100)
Total		620	(501)
Adult			
Fiction		1542	(206)
Non-fiction		226	(1639)
Total		1768	(1845)
Total Bookmobile		2388	(2346)
Garnet Branch			
Juvenile			
Fiction	153		
Non-fiction	314		
Total	467		
Adult			
Fiction	588		
Non-fiction	469		
Total	1057		
Grand Total		13651	(15293)

The library has been given 24 copies during the year. The book circulation was as follows:

An exhibition of water colors by local artists, the fifth in the series sponsored jointly by the Library and the Allied Artists of W. Va., was on view for two weeks. Special book displays on Gardens, Photography, and Americana were featured in the niches in the lobby.

The Librarian participated in a district meeting of the W. Va. Library Association held here on April 26th. Twenty-eight librarians, from five counties, were present.

201 new patrons were enrolled during April; 135 in the Adult Department, 41 in the Boys'and Girls' Department, and 25 with the Bookmobile. 132 old patrons were re-registered.

419 new volumes were acquired by purchase; 239 in the Adult Department and 180 in the Boys' and Girls' Department. 485 titles, comprising 591 volumes, were added to the active Adult Collection.

Respectfully submitted,

Charles E. Butler

Librarian

Report of the Librarian for May, 1941

The Library was open 26 days during the month. Memorial Day was observed as a holiday.

The total circulation for the month was 12,749, slightly higher than for May of 1940.

114 patrons were re-registered, and 234 new borrowers, an average of almost 10 a day, were enrolled.

Circulation for May, 1941

Main Dept.					
Adult:	Non-fic.	3055		(2571)	
	Fiction	4176		(4942)	
	Total		7231		(7513)
Boys' & Girls' Dept:	Non-fic.	982		(493)	
	Fiction	946		(1460)	
	Total		1928		(1953)
Total of Main Dept.			9159		(9466)
Bookmobile-Extension					
Adult:	Non-fic.	228		(149)	
	Fiction	1379		(1211)	
	Total		1607		(1360)
Boys' & Girls'	Non-fic.	77		(66)	
	Fiction	398		(304)	
	Total		475		(370)
Total Bookmobile			2082		(1730)
Garnet Branch					
	Non-fic.	845		(414)	
	Fiction	663		(979)	
Total of Garnet Br.			1508		(1393)
GRAND TOTAL					
	Non-fic.	5187		(3693)	
	Fiction	7562		(8896)	
			12,749		(12,589)

Registration - May

Adult - Main	Re-reg.	107
	New borrowers	146
Boys' & Girls Dept.		
	New Borrowers	50
Garnet Branch	" "	25
Bookmobile	" "	13
	Re-regis.	7
	Tot. Re-reg.	114
	Tot. New B.	221

The sixth and last of the series of art exhibits sponsored jointly by the Library and the Allied Artists of West Virginia was on view for two weeks. It consisted of small oils by Charleston painters.

The Kanawha County Board of Education met in the Board Room on May 15th. Members of the Board were conducted through the Library by staff members before the meeting, and the operations of the Library were reviewed with them. The Chairman of the Library Board and the Librarian presented the proposed budget for ~~the~~ 1941-1942 to the Board of Education, and the Librarian presented reasons for the need of an increased staff.

The Library received favorable newspaper publicity during the month: on May 15th the Gazette carried an editorial supporting the increased salary budget; and on May 31st a full page in the Daily Mail, with illustrations, effectively presented a sketch of the Library's service to the community.

The Reference Librarian was on vacation for two weeks, and on May 31 Miss Wilson resigned to accept the position of librarian of the W. Va. Archives and History Department.

Five story hours, including one puppet show, were conducted by the Boys' and Girls' Department. The attendance ranged from 4 to 27.

The Librarian enrolled as a charter member of the newly formed Kanawha County Historical Society, representing the Library, and has been appointed a member of the Board of Directors of the Society, whose meetings will probably be held in the Library. The Library will probably be designated depository for the Society's collection as it develops.

221 volumes were accessioned during May, and 315 volumes were catalogued and placed on the shelves.

219 volumes were acquired by purchase, at a cost of $426.49, and 31 volumes were received from the bindery.

Respectfully submitted,

Charles E. Bretz,

Report of the Librarian for June and July, 1941

The Book circulation for June, 1941, was 11,570, some 1100 lower than that for May. The drop is due to the fact that the Bookmobile was not in operation for two weeks when the driver was on vacation.

The book circulation for July, 1941, was 12,923.

Circulation for June, 1941

Main Department				
Adult:				
Non-fic.	2793		(2413)	
Fiction	4550		(4971)	
Total		7343		(7384)
Boys' & Girls'				
Non-fic.	1007		(645)	
Fiction	1294		(1804)	
Total		2301		(2449)
Total Main Dept.		9644		(9833)
Bookmobile-Extension				
Adult:				
Non-fic.	56		(69)	
Fiction	586		(827)	
Total		642		(896)
Boys' & Girls'				
Non-fic.	34		(20)	
Fiction	140		(156)	
Total		174		(176)
Total Bookmobile		816		(1072)
Garnet Branch				
Non-fic.	511		(491)	
Fiction	662		(915)	
Total Garnet Branch		1173		(1406)
Grand Total				
Non-fic.	4401		(3638)	
Fiction	7232		(8673)	
Total		11,633		(12,311)

Registration

Adult Department:	Re-reg.	114		
	New Bor.	274		
Boys' & Girls':	Re-reg.			
	New Bor.	66		
Garnet Branch:	New Bor.	10		
Bookmobile:	Re-reg.	2		
	New Bor.	24	Total: Re-reg.	116
			New Borrowers	374

Circulation for July, 1941

Main Department

Adult:				
Non-fic.	2928		(2993)	
Fiction	4862		(5390)	
Total		7790		(8383)
Boys' & Girls'				
Non-fic.	788		(542)	
Fiction	1060		(1674)	
Total		1848		(2216)
Total Main Dept.		9638		(10599)

Bookmobile-Extension

Adult:				
Non-fic.	160		(186)	
Fiction	1540		(1784)	
Total		1700		(1970)
Boys' & Girls'				
Non-fic.	63		(65)	
Fiction	339		(311)	
Total		402		(376)
Total Bookmobile		2102		(2346)

Garnet Branch

Non-fic.	434		(540)	
Fiction	749		(1017)	
Total Garnet Branch		1183		(1557)

Grand Total

Non-fic.	4373		(4326)	
Fiction	8550		(10176)	
Total		12,923		(14,502)

Registration

Adult Department	Re-reg.	218			
	New Borrowers	209			
Boys' & Girls'	Re-reg.				
	New Borrowers	49			
Garnet Branch	" "	4			
Bookmobile	Re-reg.	8			
	New Borrowers	36	Total:	Re-reg.	226
				New Bor.	298

Mr. Wren, Mr. Simmons and Miss Kiser of the staff were absent on vacation for two weeks each during the period covered by this report. The remainder of the staff will be on vacation at intervals during the next month.

The Librarian was absent June 18-24 attending the conference of the American Library Association in Boston. Approximately 4500 persons were registered in attendance.

At its meeting on June 17 the Kanawha County Board of Education adopted the budget as submitted by the Library Board calling for an increased staff.

On July 7, Miss Isobel Phelps Lynch joined the staff as Head of the Adult Department, and Miss Frances Alderson will join the staff on August 17, in charge of the Bookmobile. She will have the title of Head of the Extension Department.

Miss Elizabeth Quarrier returned from her year's leave at the Library school of the College of William and Mary in June.

On July 18 the Librarian had a conference with Mr. Miles Jefferson, vice-chairman of the Garnet Branch Library Board, concerning the affairs of Garnet Branch. The Librarian made suggestions about a Board survey of the management and routines of the Branch,

Mr. Turnbull 2.

Boys' & Girls' Re-read.
Mrs. Johnson 10

Garret Branch " " 4

Mrs. Simmons Jr. Total: Re-read. 240
New 80

Mr. Van, Mr. Simmons and Miss Meyer of the staff were present on vacation for two weeks each during the period covered by this report. The remainder of the staff will be on vacation at intervals during the work week.

The Libraries as a whole June 24-26 attended the conference of the Southern Library Association in Boston. Approximately 4500 persons were registered at attendance.

At the meeting on June 17 the Kansas Library Board of Education adopted the budget as submitted by the Library Board.

On July 7, Miss Isobel Phelps Lynch joined the staff as head of the Adult Department, and Miss Frances Jameson will join the staff on August 17, in charge of the Bookmobile. She will have the title of Head of the Extension Department.

Miss Elizabeth Carrier returned from her year's leave at the Library school of the College of Wooster and here in June.

On July 16 the Libraries had a conference with Mr. Willis Jefferson, vice-chairman of the Garret Trees Life Day Board, concerning the efforts of Garret Branch. The Libraries made suggestions about a Board survey of the Garret Branch and of the Garret,

and Mr. Jefferson expressed the hope that such a study could be made.

New procedures have been set up for the following routines at the Main Library: Registration, Overdues, Reserves, Renewals, and Binding. All routines are being studied and revised, and will be outlined in a Staff Manual. We hope to have the manual in final form within the next few months.

During July all members of the staff applied for membership in the State Teachers' Retirement System. Applications have not yet been acted upon, but we have reasonable assurance that they will be approved. The System provides for an annual deduction of 4% from salaries, which sum is matched by the State. Any member who has attained the age of sixty years or who has had thirty-five years of total service shall be eligible. Credit for prior service may be granted.

568 volumes were accessioned during June and July, and 563 volumes were catalogued and placed on the shelves.

In June 245 volumes were acquired by purchase at a cost of $495.82, and 44 volumes were received from the bindery. In July, 195 volumes were acquired by purchase at a cost of $589.43, and 193 volumes were received from the bindery.

Respectfully submitted,

Charles E. Butler

and Mr. Jefferson arranged two or a few [illegible] would be [illegible].

New procedures have been set up for the [illegible] at the Main Library: Serialization, overdues, [illegible], and Binding. All requests are being checked and [illegible] will be outlined in a [illegible] in final form within the next [illegible].

During July 11 members of the staff [illegible] for [illegible] in the State Teachers' [illegible]. [illegible] have not yet been [illegible], [illegible] they will be approved. The [illegible] provides for [illegible] 45 from salaries, which [illegible]. [illegible] who has obtained the age of [illegible] and [illegible] years of total service [illegible]. Credit for prior service may be granted.

656 volumes were [illegible] during the [illegible], [illegible] 563 volumes were [illegible] on the [illegible].

In June 746 volumes were [illegible] at a cost of $[illegible], and 14 volumes were [illegible] from the library. In July, 195 volumes were [illegible] by purchase at a cost of $[illegible], and 193 volumes were received from the [illegible].

[illegible]

[illegible]

Report of the Librarian for August and September, 1941

246 new borrowers were registered during August, and 539 during September. Re-registration of borrowers already holding cards has continued, 601 having been re-registered during the two-month period.

The circulation was as follows:

Circulation for August, 1941

Main Department				
Adult:				
Non-fic.	2847		(2767)	
Fiction	4684		(5632)	
Total		7531		(8399)
Boys' & Girls'				
Non-fic.	754		(359)	
Fiction	973		(1296)	
Total		1727		(1655)
Total Main Dept.		9258		(10,054)
Bookmobile-Extension				
Adult:				
Non-fic.	177		(143)	
Fiction	1440		(1670)	
Total		1617		(1813)
Boys' & Girls'				
Non-fic.	60		(43)	
Fiction	343		(282)	
Total		403		(325)
Total Bookmobile		2020		(2138)
Garnet Branch				
Non-fic.	353		(373)	
Fiction	761		(878)	
Total of Garnet B.		1114		(1251)
Grand Total				
Non-fic.		4191	(3685)	
Fiction		8201	(9758)	
Total		12,392		(13,443)

245 new [illegible], one motivated crime wave, and 30 [illegible] Jeopardy. Re-[illegible] plateaution of [illegible] [illegible] [illegible]

Registration

Adult Dept.	Re-reg.	267
	New. Borrowers	158
Boys' & Girls' Dept.		
	Re-reg.	5
	New Borrowers	37
Garnet Branch		
	Re-reg.	
	New Borrowers	7
Bookmobile	Re-reg.	15
	New Borrowers	44

Total: Re-reg. 287
New B. 246

Circulation for September, 1941

Main Department

Adult:				
Non-fic.	2905		(2401)	
Fiction	4232		(5268)	
Total		7137		(7669)
Boys' & Girls'				
Non-fic.	719		(11)	
Fiction	791		(33)	
Total		1510		(44)
Total Main Dept.		8647		(7713)

Bookmobile-Extension

Adult:				
Non-fic.	156		(153)	
Fiction	1335		(1541)	
Total		1491		(1694)
Boys' & Girls'				
Non-fic.	72		(44)	
Fiction	404		(237)	
Total		476		(281)
Total Bookmobile		1967		(1975)

Garnet Branch

Non-fic.	588		(277)	
Fiction	688		(749)	
Total Garnet Branch		1276		(1026)

New. Borrowers	15	
Boys' & Girls' Dept.		
Re-Ins.		
New Borrowers	37	
New Borrowers	7	
Bookmobile Re-ins.	11	
New Borrowers	44	
Total: Re-ins.	55	
New b.	216	

Circulation for September, 1941

Main Department

Total	7137	(7459)
Non-Fic.	719	(11)
Fiction	721	(29)
Total Main Dept.	9147	(9229)

Bookmobile-Extension

Adult:

Fiction	1329	(1341)
Total	1421	(1454)

Boys' & Girls'

Non-Fic.		
Fiction	404	(397)
Total	420	(411)
Total Bookmobile	1967	(1972)

Carnet Branch

Non-Fic.	44	(20)
Fiction	656	(724)
Total Carnet Branch	1270	(1020)

Grand Total:

Non-fiction	4440	(2886)	
Fiction	7450	(7828)	
Total	11,890		(10,714)

Registration

Adult Dept.	Re-reg.	283			
	New. Bor.	292			
Boys' & Girls'	Re-reg.	4			
	New Bor.	33			
Garnet Branch	Re-reg.				
	New Bor.	19			
Bookmobile	Re-reg.	27			
	New.Bor.	195	Total:	Re-reg.	314
				New B.	539

During August, 449 volumes were acquired by purchase in the Adult Department, at cost of $858.61. $284.02 was expended for juvenile material, making a total of $1,142.63. During September, 142 volumes were acquired by purchase in the Adult Dept.: a total of $826.16 was expended, including juvenile material and rebinding. $378.33 was expended for supplies during the two-month period.

Adult Department

Work has continued since July on all procedures, such as the binding and repair of books, fines, renewals, overdue books, registration, etc. A plan for combining the registration records of the Extension and Adult Departments has been worked out, and the two departments are now working on a plan which will enable the staff of the Main Library to know what books are being used on the Bookmobile. In addition, in the Registration and Overdue books procedures, the routines for both the Adult and the Boys' & Girls' Depts. have been coordinated so that all the clerical work will be done by the Adult Department staff.

Trend Total:

Non-Fiction	44.0	(27)
Fiction	21.0	(27)

Adult Dept. Je-Ter. 203
Ca. Ver. Jan

Ver. Out.

Ver. T. 49

Pocketbile Ve-Ter. 77
Ca. Ver. 195 Total: Je-Ter. 214
Ver T. 539

During August, 440 volumes were added by purchase to the Adult Department, a net of 56.4%. 1,447 was expended for juvenile material, making a total of 2,147.6. During September, 142 volumes were replaced in the juvenile library: a total of 2526.16 was expended, including juvenile material and magazines. 2725.32 was expended for supplies during the two-month period.

Work has continued upon Duty on all cross-roads, and the binder and repair of books, filing, inventory, overdue book, information, etc. A plan for combining the registration records of the Extension and Adult Departments has been worked out, and the two departments are now working on a plan which will provide the staff of the Main Library be kept when book is being used on the Bookmobile. In addition, in the Circulation and Reference Department, the routines for both the Adult and the Juvenile Departments have been coordinated so that all the clerical work will be done by

Reference

Since the first of August a daily record has been kept of research and quick reference questions. By 'research' is meant any question which requires professional or book knowledge help from a staff member; by 'quick reference' is meant information about the Library, direction in using the catalog, or suggestions as to the best book for a particular purpose. For August, 89 research questions and 167 quick reference questions were recorded; for September, 110 research questions and 94 quick reference. At best these figures serve only as an indication of service, since completely accurate recording cannot be expected, and questions that have come through the mail have not been counted.

Inventory

An inventory of the book stock, the first since 1936, was begun August 3rd. It is necessarily a slow and tedious process, since the staff is checking at the time for errors in cataloging and classification. Some months will elapse before an exact report can be made.

In the Preparations Department 482 volumes were accessioned in August, and 132 volumes were catalogued. In September, 171 volumes were accessioned, and 199 were catalogued and placed on the shelves.

In the Boys' & Girls' Department during August and September, 285 new books were accessioned, and 240 were catalogued and placed on the shelves. Story hours were conducted each Saturday; the average attendance was 9.

Gifts of books were received from Miss Virginia Hodges; Mrs. R. Fletcher Irwin; Mr. Joseph Beranek; Mr. J. M. Picton; the Carnegie Corporation; and The Aluminum Company of America.

[illegible]

any question which is [illegible] professional or [illegible] or [illegible] [illegible] staff member; by [illegible] [illegible] information about the [illegible], directly in using the card [illegible], or suggestions as to the best book for a particular purpose. For [illegible], 89 reference questions and 150 quick reference questions were recorded; for [illegible], 110 research questions and 94 quick reference. [illegible] [illegible] figures serve only as an indication of [illegible], since [illegible] [illegible] the [illegible] have not been counted.

In January of the book year, [illegible] 1935, we began [illegible]. It is necessarily a [illegible] process, since the staff is occupied [illegible] time for [illegible] in cataloging and classification. The [illegible] will elapse before [illegible] can be made.

In the [illegible] 2 volumes were added in August, [illegible] 120 volumes were [illegible]. In [illegible], 177 volumes were [illegible], and 100 were [illegible] [illegible] to the [illegible].

In the [illegible] initial [illegible] during [illegible] and [illegible], [illegible] were [illegible], and 210 were [illegible] and [illegible] to the [illegible]. Many [illegible] were [illegible] [illegible]; the average [illegible] was 9.

Lists of books were received from [illegible] Hardin [illegible]; [illegible] [illegible] [illegible] [illegible] [illegible] [illegible].

Six members of the staff attended the annual meeting of the W. Va. Library Association at Jackson's Mill on September 27th. The Librarian was elected President of the Association for the coming year, and Miss Alderson was elected Secretary.

Miss Frances Alderson joined the staff on August 18th, as Head of the Extension Department and bookmobile librarian; and Miss Alma Baumeister began work on August 20th as assistant in the Adult Department.

Respectfully submitted,

Charles E. Butler

Report of the Librarian for October, 1941

General organization work has continued to absorb the attention of the Library Staff during periods not occupied in serving the public. While the addition of the four new professional persons will not, of course, be reflected in a rising of circulation figures for some time to come, their presence is quite apparent from an inside point of view. We are slowly but certainly putting the Library on a firm and thoughtfully considered base of operation, as far as procedure is concerned. There remains a great deal to be done still before we can offer the Library to the public as a well-equipped and efficiently staffed institution, but our goal is at least not out of sight.

The inventory of non-fiction books in the Circulation Division has proceeded as far as the 700's classification, or about two-thirds. It is going slowly because at the same time an attempt is being made to correct old errors in cataloging and classifying. Books are found listed under incorrect authors, and in the wrong classification, and we are even finding books for which there are no library records at all, although such books apparently went through the regular processes when they were acquired. All this has a direct bearing on reference service, the readers advisory service, and even on simple circulation, and time must be spent in correcting it.

The book stock, of course, continues to grow. 372 new books were acquired by purchase for the Adult Department during the month, and 84 by the Boys' and Girls' Department. 157 rebound books were

received from the bindery. A total of $1503.09 was expended. A rise in the price of new books is quite apparent, and all binderies have likewise increased prices. This will cut down the total number volumes to be acquired during the year.

During October over half of the active Bookmobile applications for borrowers' cards have been copied. In the past no file of borrowers was carried on the Bookmobile, a fact which sometimes resulted in errors and confusion, but with the completion of the copying this will be corrected. The registration files in the Main Library will eventually contain in one alphabet a complete file of all Library users, adult, juvenile & county. 773 new borrowers were registered during the month, and 246 old borrowers were re-registered. Since the beginning of the Library's fiscal year, May 1st, a total of 2,473 new borrowers have been enrolled, certainly a most encouraging and healthy sign. Not all of them, of course, will remain users, since the book collection is not yet large enough to meet their demands, but their interest in taking out cards is most encouraging.

Coordination with the Catalog Department.

Three hours weekly are now scheduled for the joint work of the Catalog Department and the Adult Department. In this period the new staff is attempting to assist by discussion of problems of reclassification and cataloging. Miss Collins and Miss Quarrier both lack organizing ability, and the Department is handicapped by this. We are now making use of the Wilson Company's Cataloging Service for as many non-fiction titles received by the Library as are available. It is hoped that the use of this service will speed up the cataloging processes.

received from the binders. A total of $1703.40 was expended. A rise in the price of new books is quite apparent, and all bin orders have likewise increased prices. This will cut down the total number volumes to be acquired during the year.

During October over half of the active Bookmobile applications for borrowers' cards have been copied. To the past no file of borrowers was carried on the Bookmobile, a fact which sometimes resulted in errors and confusion, but with the completion of the copying this will be corrected. The registration files in the main library will eventually contain in one alphabet a complete file of all library users, adult, juvenile & county. 772 new borrowers were registered during the month, and 246 old borrowers were re-registered. Since the beginning of the library's fiscal year, July 1st, a total of 2,472 new borrowers have been enrolled, certainly a most encouraging and healthy sign. Not all of them, of course, will remain users, since the book collection is not yet large enough to meet their demands, but their interest in taking out cards is most encouraging.

Cooperation with the Schools Department.

Three hours weekly are now scheduled for the joint work of the Catalog Department and the Adult Department. In this period the new staff is attempting to assist by discussion or practice or re-classification and cataloging. Miss Collins and Miss Lunsford both lack organizing ability, and the Department is handicapped by this. We are now making use of the Wilson Company's Cataloging Service for as many non-fiction titles received by the Library as are available. It is hoped that the use of this service will speed up the cataloging

Exhibits of books in the alcoves of the entrance hall during October have displayed books of poetry with the exhibit titles of "Discovering Poetry" and "October's Bright Blue Weather," and new non-fiction with an arrangement of book jackets on the bulletin boards. A special exhibit of books and authors mentioned in Houston Peterson's Open Forum lecture, "Good Books for Tired Brains," was displayed for a week after the lecture. At the time of the State Education Association meeting, a local broadcasting station displayed two posters for "The School of the Air of the Americans" and "The People's Platform." With these an appropriate collection of books was placed.

In the Circulation Division Reading Room several groups of paintings and pictures have been on exhibit. These have included the water colors of Mrs. Telle Q. Smith, pictures lent by the British Library of Information, and works of the Allied Artists.

For the month of October 77 quick reference questions and 127 research questions were recorded.

The first of the eight drawers of the picture collection files has been revised and weeded. Of the estimated 300 pictures that remain in this section, about 250 have been subject headed and lettered. About 85 have been remounted or mended. The collection is not yet sufficiently revised to warrant publicizing its use.

The total circulation for the month of October was 14,698, slightly over 1000 more than that of October of last year.

Exhibits of books in the showcase of the entrance hall during October have displayed books of poetry with the exhibit titles of "Discovering Poetry" and "October's Bright Blue Weather," and non-fiction with an arrangement of book jackets on the bulletin board. A special exhibit of books and authors mentioned in Gordon Peterson's Open Forum lecture, "Good Books for Tired Readers," was displayed for a week after the lecture. At the time of the Radio [illegible] displayed two posters for "The School of the Air of the Americas" and "The People's Platform." With these a [illegible] collection of books was placed.

In the Circulation Division Reading Room several dozens of paintings and photographs have been on exhibit. These have included the water colors of Mrs. Tells T. Smith, pictures lent by the British Library of Information, and works of the Allied Artists.

For the month of October 77 quick reference questions and 147 research questions were recorded.

The Office of the night drawers of the picture collection files has been revised and weeded. Of the estimated 3[illegible] pictures there remain in this section, about 2[illegible] have been assigned headed and lettered. About 45 have been remounted or mended. The collection is not yet sufficiently revised to warrant publication for use.

The total circulation for the month of October was 1[illegible],[illegible], slightly over 1000 more than that of October of last year.

Miss Leonore White joined the staff on October 1. A readers advisory service, similar to those of many other libraries of the country, will be developed under her direction. A corner of the Main Reading Room will be set up as her headquarters.

Mr. Willard Wren, driver and operator of the Bookmobile since 1934, resigned on October 31 to take up other work. A farewell tea was given for him by the Staff. Mr. Donald Midkiff of St. Albans is driving the Bookmobile at present.

Respectfully submitted,

Charles E. Butler

Librarian

The Lenoore Tribe joined the staff on October 1. A reader advisory service, similar to those of many other libraries of the country, will be developed under her direction. . corner of the Main Reading Room will be set up as her headquarters.

Mr. Milford Dean, driver and operator of the book mobile since 1934, resigned on October 31 to take an other work. A farewell tea was given for him by the Staff. Mr. Donald Hinkle of Mt. Vibeon is driving the bookmobile at present.

Respectfully submitted,

Librarian

Circulation for October, 1941

(Figures in parenthesis are October, 1940 figures)

Main Library:						
Adult						
Non-fic.	3284			(3243)		
Fiction	4331			(5334)		
Total		7615			(8577)	
Boys' & Girls'						
Non-fic.	1170			(605)		
Fiction	927			(878)		
Total		2097			(1483)	
Total of Main Library:			9712			(10,060)
Bookmobile-Extension:						
Adult						
Non-fic.	299			(161)		
Fiction	1587			(1625)		
Total		1886			(1786)	
Boys' & Girls'						
Non-fic.	391			(55)		
Fiction	1237			(273)		
Total		1628			(328)	
Teacher circulation		37				
Total of Bookmobile:			3551			(2114)
Garnet Branch:						
Non-fic.	674			(564)		
Fiction	761			(908)		
Total of Garnet Branch			1435			(1472)
Grand Total:						
Non-fiction		5855			(4628)	
Fiction		8843			(9018)	
Total			14,698			(13,646)
Crescent C. Loan						54
						(13,700)

Registration

Adult Dept.	Re-reg.	228
	New Bor.	271
Boys'& Girls'	Re-reg.	8
	New Bor.	59
Garnet Branch	Re-reg.	0
	New Bor.	24
Bookmobile	Re-reg.	10
	New Bor.	419

Total: Re-reg. 246
New Bor. 773

Circulation for [illegible]

[illegible]

[illegible]

Non-fic. [illegible]
Fiction [illegible]

[illegible]

Total 2027

Total of Main Library: [illegible] [illegible]

[illegible]

Non-fic. [illegible]
Fiction 1897

[illegible]

Non-fic. [illegible]

[illegible]

Total of bookmobile: [illegible] [illegible]

Fiction 741 [illegible]

Total of Branch Total: [illegible]

Grand Total:

Non-fiction [illegible]
Fiction [illegible]
Total 14,644 [illegible]

[illegible]

Adult Dept. Re-Ref. [illegible]
New Bot. 271

Juv'e Dept'e Re-Ref. 9
New Bot. [illegible]

Re-Ref. 0
New Bot. 24

Total: Re-Ref. [illegible]

Report of the Librarian for November, 1941

A wider general public use of the Library has been apparent during the month. 514 new patrons were enrolled in the system, bringing the total since May 1st to 2,987. It will take a larger book stock to hold these new borrowers, but we hope that a majority of them will sustain their interest in the Library. The circulation of books was 15,804, approximately 3000 greater than November of 1940.

In the Adult Department, 440 volumes were acquired by purchase, and in the Boys' & Girls' Department, 94. $1244.10 was expended for books, periodicals and rebinding. Gifts were received from Dr. L. H. Burns; The Federal Deposit Insurance Corp.; the W. Va. Historical Records Survey; Mr. E.C. Tabler; the National Broadcasting Co.; and Dr. Ralph V. Merry. 410 new volumes were accessioned; of these 292 were cataloged and placed on the shelves.

$128.45 was expended for supplies and equipment.

The Bookmobile records reflect an awareness of the new professional guidance. 123 new borrowers were enrolled during November, and requests are being received for new stops. Miss Alderson is working on a new two-week schedule, which in addition to providing for new stops will have other advantages, such as allowing more time for some of the larger communities. In South Charleston, for instance, the present schedule allows only the hour between 9:30 and 10:30 on Monday mornings. The circulation, naturally, has been almost minute. The projected schedule will provide for a three hour stop on Monday afternoon.

The problem of adjusting the book collection to the space available has continued to absorb the attention of the staff. The aim in this is to arrange all the material in the Library so that it will be most easily available to readers and the staff. Current magazines and newspapers have been moved from the large alcove adjoining the Circulation Division to an alcove off the Reference Division, and now all current numbers together with unbound preceding issues are avialable on the open shelves. All oversize art books are now shelved in the space occupied by current magazines. It is evident that additional space, for storage, for the active collection, and for the staff, will be needed before long.

Book Week, November 3rd to November 9th, was observed in the Boys' and Girls' Department by displays of new books and visits to the Library by classes with their teachers.

Re-registration of all juvenile card holders was begun during the month, and the use of a new type borrowers card, involving a less complicated method of issuing books, was instituted. A considerable amount of time was given by the Adult Department to this, both in preliminary study and in actual participation.

Five story hours were conducted: the attendance ranged from 13 to 27.

Readers' Bureau

Plans for the Readers' Bureau are taking shape. The Bureau will be the Library's attempt to institute a definite program to facilitate the pursuit of self-education by adults. Its function is to minister particularly to the wants of individuals interested in pursuing special lines of study -- who wish to read with some

The problem of replacing the book collection to free space available here continued to always be a bothersome task. The aim in this is to arrange all the material in the library so that it will be most easily available to readers and the staff. Current magazines and newspapers have been moved from the lower floor adjoining the Circulation Division to a floor out of the Reference Division, and now all current periodicals including general periodicals are available on the open shelves. All reference and books are now stored in the space occupied by unused magazines. It is evident that additional space, for storage, for the active collection, and for the staff, will be needed before long.

Book week, November 3rd to November 9th, was observed in the Teacher and Child's Department by displays of new books and visits to the Library by classes with their teachers.

Re-classification of all juvenile and children's books was begun during the month, and the use of a new type borrower's card, involving a less complicated method of issuing books, was inaugurated. A considerable amount of time was given by the staff members to this.

Five story hours were conducted: the attendance ranged from 13 to 27.

Readers' Service

Plans for the Readers' Bureau are having shape. The Bureau will be the Library's attempt to inaugurate a definite program to facilitate the pursuit of self-education by adults. The function is to minister particularly to the wants of individuals interested in pursuing special lines of study -- who want to read with some

continuity and in the expectation of intellectual growth. Close relations with other agencies in the county will be maintained. Lists have already been prepared for local groups interested in art and music, for a young business womens club, and for several individuals; and a general reading list has been compiled for mailing to all ticket holders of the Open Forum.

Talks on books and the library were given to local organizations by Miss White, Miss Alderson, and the Librarian.

During November exhibits of books have included displays on "The United States and Japan in Asia," and "Propaganda in the United States" to supplement the Open Forum lectures, and "Juvenile Delinquency," in correlation with the Film Forum on the same subject. Under the sponsorship of the Allied Artists, works of art including sculpture, water colors, and prints have continued on exhibit. During Art Week, November 17-23, a state-wide sculpture exhibit was held. One of the peices, a terra cotta head entitled "Memories" by Miss Catharine Albright, whose father was architect of the library building, was purchased and presented to the Library by Mrs. O. P. Fitzgerald.

Respectfully submitted,

Charles E. Butler

December 5, 1941

continuity and in the expansion of intellectual growth. Other
features with other needs in the county will be added. Plans
have already been prepared for local groups interested in art and
music, for a young business women's club, and for several individuals;
and a general reading list has been compiled for utilizing by all groups
members of the Open Forum.

Talks on books and the library were given to local organizations
by Miss White, Miss Atkinson, and the Librarian.

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on "The United States and Japan in Asia" and "Propaganda in the United
States" to supplement the Open Forum lecture, and "Juvenile Delinquency,"
in correlation with the Kiln Forum on the same subject. Under the
sponsorship of the Allied Arts, works of art including sculpture,
water colors, and prints have been on exhibit. During the week,
November 17-23, a state-wide conference exhibit was held. One of
the pieces, a large cotta head modeled "Moonbeam" by Miss Catherine
Albright, whose father was one head of the library building, was
purchased and presented to the Library by Mrs. G. F. Stagemeis.

December 5, 1944

Circulation for November, 1941

ures in parenthesis are 1940 figures)

MAIN LIBRARY:

Adult Dept.						
Non-fiction	3042			(2992)		
Fiction	4098			(4939)		
Total		7131			(7931)	
Boys' & Girls						
Non-fiction	1566			(973)		
Fiction	1214			(1063)		
Total		2780			(2036)	
Total Main Library:			9911			(9967)

BOOKMOBILE-EXTENSION:

Adult Dept.						
Non-fiction	328			(125)		
Fiction	1548			(1278)		
Total		1876			(1403)	
Boys' & Girls						
Non-fiction	434			(46)		
Fiction	1509			(219)		
Total		1943			(265)	
Teacher circulation		477				
Total of Bookmobile			4296			(1668)

GARNET BRANCH:

Non-fiction	657			(496)		
Fiction	940			(767)		
Total Garnet Branch			1597			(1263)

GRAND TOTAL:

Non-fiction		6027			(4632)	
Fiction		9777			(8266)	
Total:			15,804			(12,898)

REGISTRATION

Adult Dept.	Re-regi.	149			
	New Bor.	254			
Boys & Girls	Re- Reg.	20			
	New Bor.	117			
Garnet Branch	Re-reg.	0			
	New Bor.	20			
Bookmobile	Re-reg.	20			
	New B.	123	Total:	Re-reg.	189
				New Bor.	514

Total: 15,604

Report of the Librarian for December 1941, and January, 1942

The Christmas season, coupled with the formal entrance of the country into war, was reflected in a small decrease in circulation at the Main Library and at Garnet Branch for December and January. A rise in the number of books circulated by the Bookmobile, however, brought the totals for the month above those of last year. For December, the total was 13,024, and for January, 15-365 --- some 2,600 above the corresponding period for last year.

691 new borrowers have been enrolled since December 1, making a total of 3,678 since May 1 of last year. 452 patrons were re-registered.

Bookmobile

On January first the bookmobile began its two-week schedule of stops, which in many ways does seem to be an improvement over the old one-week schedule. A point was made in giving the afternoon hours to those communities large enough to justify a good circulation, and the schools and smaller communities were given the morning hours. South Charleston circulation has increased considerably as a result of the afternoon hours, and change in location of the stop from a little used side street to the street in front of the post office. The added interest at Belle has also been evident, and all because of the afternoon hours.

In the Reference Division, re-organization of the periodicals collection has continued. Current periodicals were moved to one of the Reference Room alcoves in November, and since then new record cards have been made for all magazines received. The new record file on

[illegible]

The [illegible] [illegible] [illegible]

visible index cards will permit an accurate check on the regularity of reception, status of binding, etc. During December and January 173 research questions were answered, and 229 quick reference questions.

A newspaper clipping file has been begun, for the purpose of preserving for reference use items of local interest which are not recorded in more permanent form.

In the Circulation Division, inventory of books has progressed almost through the 800 classification. The 800 or literature class, since it is one of the largest in the Library, has needed a considerable amount of revision and expansion.

Registration

The outstanding innovation in the routines of the Circulation Division has been a more detailed method of recording registration information. This change has necessitated the formulation of statistical report forms on which to record such data as occupation, residence, use of Library, etc. Although not enough registrations have been taken to form a base for fairly accurate predictions about library users and use in Charleston, the 301 returns so far received (November 14-December 31) may be use for tentative guesses.

It has been found, for example, that 40% of the registrants are men, that the great majority of readers (85%) are under thirty-six years of age. About 58% of the applicants for cards have indicated their chief use of the Library was for recreational reading. Only 22% expect to use the library for informal study. and 15% come to the Library for trade or business information. These percentages, of course, are based upon too small a group of library users to present a true picture. It seems safe to say, however, that many readers are neglecting the opportunity for serious study in the Library. Student

use of the Library has not been counted in the preceeding figures, except where a student has checked "recreational reading" or "informal study" in addition to "school study." A comparison of the figures revealed by library registrations with the population figures for the whole of Charleston would probably make more clear the groups (as to age and sex) of potential readers not as yet reached by the Library.

Ten exhibits, with collections of books appropriate to the subject, were on display during December and January. Among these were "America and Japan in Asia," supplementing the Open Forum lecture: "The Bill of Rights," anniversary; and a display of airplane parts constructed in the classes conducted by the Kanawha County Vocational Trade School.

Readers' Bureau

A printed list of books relating to the Open Forum lectures was prepared and a copy of the list mailed to Open Forum subscribers with the Forum's announcements of the remaining lectures for this year.

At the request of the Consumers' Cooperative group in Charleston, a mimeographed list of the library's holdings in this subject was compiled, with fifty copies going to the group.

Other lists on such subjects as Novels of Plantation life, Christmas in foreign countries, etc. have also been compiled for individuals.

To accompany the Film Forum to be held on February 10th, the Bureau is now preparing a list of books on Progressive Education.

Your Library, a leaflet describing the library and its regulations, has been prepared and printed. Copies of the leaflet are given to all new registrants of the Library.

use of the library [illegible] Each member [illegible] "Fundamentals of [illegible] study" in public [illegible] study." [illegible] revealed [illegible] library [illegible] whole of [illegible] are [illegible]

The exhibits, [illegible] collections of books [illegible] subject, were on display during [illegible] were "America and Japan in [illegible]," [illegible] "The Hill of [illegible]" [illegible] constructed in [illegible] Grade School.

[illegible] list of books relating to [illegible] was prepared [illegible] with the [illegible]

At the [illegible] of the [illegible] Charleston, [illegible] list of [illegible] subject was [illegible]

Other lists on such subjects as [illegible] Christmas in Foreign [illegible], etc. [illegible] also been compiled [illegible] individuals.

To accompany the [illegible] to be held on [illegible] the Museum is now preparing [illegible] list of books on [illegible]

Your Library, a leaflet describing the Library and its regulations, has been prepared and printed. Copies of the leaflet are given to all new registrants of the library.

A routine has been worked out for contacting new-comers to Charleston. From a list supplied by the Credit Association a mimeographed letter is sent to each newcomer, inviting him to use the library. A copy of Your Library is enclosed with each letter.

Plans have been worked out for the establishment of a central directory of organizations and clubs in Charleston. Information about the club membership, officiers, etc., will be obtained by questionnaires sent out by the library.

The Librarian attended the Midwinter Conference of the American Library Association in Chicago, December 28-30.

The Librarian spoke on The Library and Reading at the January meeting of The Fine Arts Section of the Charleston Womans Club.

The Staff Association was host to the members of the Library Board and the Board of Education and their wives at a Christmas tea on December 19.

In the Adult Department in December 449 volumes were acquired by purchase, and in January 503 volumes. During the two month period, a total of $2,804.86 was expended for books, periodicals, and binding in all departments. A total of $822.22 was expended for supplies, repairs and equipment. Six steam traps were installed, and one new desk, two book cases, and two typewriters were purchased.

Important additions to the book collection included: The Engineering Index; the Chemical Engineers Handbook; the Calender of State Papers, Colonial Series.... in 20 volumes; Zilboorg's A History of Medical Psychology; American Book Prices Current, from 1923-1940; the first six volumes of Evans American Bibliography; Palgrave's Dictionary of Political Economy; and Hayden's The Philippines.

Respectfully Submitted,

Charles E. Butler

February 6, 1942

CIRCULATION FOR DECEMBER, 1941

ures in parenthesis are 1940 figures)

MAIN LIBRARY:

Adult Dept.						
Non-fiction	2418			(2642)		
Fiction	3357			(3770)		
Total		5775			(6422)	
Boys' & Girls'						
Non-fiction	812			(771)		
Fiction	785			(774)		
Total		1597			(1545)	
Total Main Library:			7372			(7967)

BOOKMOBILE-EXTENSION:

Adult Dept.						
Non-fiction	288			(109)		
Fiction	1412			(1158)		
Total		1700			(1267)	
Boys' & Girls.						
Non-fiction	288			(44)		
Fiction	1222			(217)		
Total		1510			(261)	
Teacher circulation		951			0	
Total Bookmobile:			4161			(1528)

GARNET BRANCH:

Non-fiction	691			(392)		
Fiction	800			(955)		
Total Garnet Branch:			1491			(1347)

GRAND TOTAL:

Non-fiction		4497			(3968)	
Fiction		7576			(6874)	
Bookmobile teacher circulation		951				
Total:			13,024			(10,842)

REGISTRATION

Adult Dept.	re-reg.	79			
	New Bor.	157			
Boys'&Girls'	re-reg.	113			
	New Bor.	47			
Garnet Branch	re-reg.	0	Total:	Re-reg.	197
	New Bor.	12		New Bor.	290
Bookmobile	re-reg.	5			
	New Bor.	74			

CIRCULATION FOR JANUARY, 1942

ures in parenthesis are 1941 figures)

MAIN LIBRARY:

Adult Dept.						
Non-fiction	3259			(4016)		
Fiction	4779			(5988)		
Total		8038			(9504)	
Boys' & Girls'						
Non-fiction	941			(867)		
Fiction	931			(981)		
Total		1872			(1848)	
Total of Main Library:			9910		(11352)	

BOOKMOBILE-EXTENSION:

Adult Dept.						
Non-fiction	331			(176)		
Fiction	1533			(1529)		
Total		1864			(1705)	
Boys' & Girls'						
Non-fiction	382			(44)		
Fiction	1386			(221)		
Total		1768			(265)	
Teacher circulation		336			0	
Total Bookmobile:			3968			(1970)

GARNET BRANCH LIBRARY:

Non-fiction	903			(543)		
Fiction	584			(1002)		
Total Garnet Branch			1487			(1545

GRAND TOTAL:

Non-fiction		5816			(5646)	
Fiction		9213			(9221)	
Bookmobile teacher circulation			336			
Total:			15365			(14867)

REGISTRATION

Adult Dept.	Re-reg.	191			
	New Bor.	245			
Boys & Girls	Re-reg.	58			
	New Bor.	46			
Garnet Branch	Re-reg.	0			
	New Bor.	20			
Bookmobile	Re-reg.	6	Total:	Re-reg.	255
	New Bor.	90		New Bor.	401

Report of the Librarian for February, 1942

The Library was open twenty-three days during the month, having been closed on Monday, February 23rd, in observance of Washington's Birthday. The number of books circulated totalled 15,603, as compared with 14,915 of February, 1941. 352 new borrowers were enrolled, and 207 were re-registered.

An exhibit of the British Fifty Best Books of the Year, sponsored by The American Institute of Graphic Arts, was on view in the Library from February 9th through the 21st. A formal opening of the exhibit was held on February 9th at 8 P.M. Mr. Arthur Dayton spoke on Printing and First Editions. About 65 persons were present.

Special book exhibits were arranged by the Readers Bureau in connection with the two Open Forum speakers' topics, Civilian Defense in England, and Music, and one on Your Career in Nursing at the request of the West Virginia State Nurses Association. An annotated booklist on Our Schools Today was prepared for distribution at the Film Forum on February 10.

Inventory of circulating books has continued on to 900 classification, which comprizes history, biography and travel. When this section is completed, a final re-check will be made on the entire circulating collection and a definite report on holdings can be made. We will then go on with the Reference and Juvenile collections.

An inventory of supplies used in the Adult Department was completed, and definite allocation has been made for all equipment.

In the Reference Division, 82 quick reference and 79 research reference questions were recorded. A tentative list of annuals, such as Who's Who, The encyclopedia yearbooks, the World Almanac, etc., has been compiled for standing order consideration. This will simplify considerably the ordering of titles needed yearly.

Bookmobile

Mr. Fred Herz began work on February 23rd as Bookmobile driver.

The Victory Book Campaign has continued to take up a portion of the time of some members of the adult staff. It is not thought that it will continue to any large degree after April 1. About 8000 books have been received, sorted, and packed from Kanawha County, and will probably be shipped within the next two weeks.

In the Preparations Department, 237 volumes were acquired by purchase during the month. A total of $511.38 was expended for books; and $189.24 was expended for supplies, equipment, and repair.

Respectfully submitted,

Charles E. Butler

March 6, 1942

Circulation for February, 1942

(Figures in parenthesis are 1941 figures)

MAIN LIBRARY:

Adult Dept.						
Non-fiction	3223			(3813)		
Fiction	4121			(5170)		
Total		7344			(8983)	
Boys' & Girls'						
Non-fiction	1031			(1088)		
Fiction	924			(1094)		
Total		1955			(2182)	
Total of Main Library:			9299			(11,165)

BOOKMOBILE-EXTENSION:

Adult Dept.						
Non-fiction	331			(267)		
Fiction	1708			(1504)		
Total		2039			(1771)	
Boys' & Girls'						
Non-fiction	467			(85)		
Fiction	1495			(345)		
Total		1962			(430)	
Teacher Circulation		969			(0)	
Total Bookmobile:			4970			(2201)

GARNET BRANCH LIBRARY:

Non-fiction	663			(672)		
Fiction	671			(877)		
Total Garnet Branch			1334			(1549)

GRAND TOTAL:

Non-fiction		5715			(5925)	
Fiction		,8919			(8990)	
Total			14634			(14915)
Bookmobile teacher circulation			969			
TOTAL				15603		

REGISTRATION

Adult Dept.	Re-reg.	127			
	New Bor.	187			
Boys & Girls	Re-reg.	74			
	New Bor.	53			
Garnet Branch	Re-reg.	0			
	New Bor.	31			
Bookmobile	Re-reg.	6			
	New Bor.	81			
			Total:	Re-reg.	207
				New Bor.	352

Report of the Librarian for March, 1942

The Library was open 26 days during the month. A full schedule was maintained in the main building during the power failure on March 3rd; The Bookmobile did not go out on March 3rd and 4th because of the condition of the roads.

The bad weather during the month, coupled with the increasing civilian participation in the war effort, is reflected in a slight decrease in the number of books issued for home reading from the Main Library and Garnet Branch. This can be expected to continue, probably for an indefinite time. An increase in books lent from the Bookmobile, however, brings the month's total to 16,640, as compared with 16,489 for March of last year.

346 volumes were acquired by purchase during the month, at a cost of $1,274.70. Binding, pamphlets and postage brought the total expenditures from the book fund to $1,372.07. Notable acquisitions were an eight volume edition of the Original Journals of the Lewis and Clark Expedition (N.Y., 1904-1906); volumes 1-20 of Sabin's Dictionary of Books Relating to America. (The remainder of the Dictionary, as completed by the Bibliographical Society of America, is on order. With the Library's reprint of the "1804 Catalogue" and our Evans, Roorback, and the American Catalogue of Books, 1876-1910, all acquired during the past year, the Library can be said to have the most outstanding collection of American bibliography in the State.) Other important additions were the two volume index to our set of Milton's works; Who's Who, 1942; Who's Who in America, 1942; and Fleming's Documentary History of Reconstruction.

$178.17 was expended for equipment, supplies and repairs.

A new stop was added to the Bookmobile itinerary - Ordnance Park - which will be served on alternate Mondays.

Re-adjustment and coordination of necessary routines in the Adult Department continued. Procedures for the lending of certain reference material; the file of cards in the Main Library for books in use on the Bookmobile; shelf-reading; and the West Virginia Collection were drawn up.

The inventory of circulating books has progressed through 942, the class for the history of England. A preliminary count of the missing fiction titles shows that approximately 1,555 are missing. This count is not final since it will be necessary to search the shelves and circulation records several times more and to check the record of missing books against the shelf list for records of discards. Until these final searches (which should reduce the total of lost books) are made, it does not seem wise to report a total of the fiction titles now in the library collection. Inventory of the reference collection will be done during the slack summer season, and a complete report will be made later this year.

In the Reference Division, 52 quick reference questions and 73 research questions were answered during the month.

Eight exhibits were arranged. The most important was the showing of 49 original water colors by Western and Mid-western artists, from March 16-31st. This exhibit, arranged and sent by the American Federation of Arts, attracted a large attendance. Others were the first of a monthly series "Know Your Government" secured from the U.S.Gov't. Information Service; Lenten Meals, a display of the Library's books on cooking, at Reeves'; Lenten Reading; and another in the series sponsored by the Allied Artists of West Virginia. The Readers' Bureau prepared

prepared annotated lists of books for distribution in connection with the display of cookbooks, the Lenten reading display, and for the Film Forum on Jobs of the Future.

352 new borrowers were enrolled during the month, and 173 present card holders were re-registered.

Respectfully submitted,

Charles E. Butler

April 3, 1942

Circulation for March, 1942

MAIN LIBRARY						
Adult Dept.						
Non-Fic.	3181			(4166)		
Fiction	4301			(5552)		
Total		7482			(9718)	
Boys'& Girls'						
Non-fic.	1233			(1333)		
Fiction	972			(1098)		
Total		2205			(2431)	
Total Main Lib.			9687			(12143)
BOOKMOBILE-EXTENSION						
Adult Dept.						
Non-fic.	354			(302)		
Fic.	1862			(1742)		
Total		2216			(2044)	
Boys' & Girls'						
Non-fic.	475			(96)		
Fiction	1565			(427)		
Total		2040			(523)	
Teacher circulation		1440			(0)	
Total Bookmobile			5696			(2567)
GARNET BRANCH LIBRARY						
Non-fic.	612			(864)		
Fiction	645			(909)		
Total Garnet Branch			1257			(1773)
GRAND TOTAL:						
Non-fic.		5855			(6761)	
Fiction		9345			(9728)	
Total			15200			(16,489)
Teacher Circulation			1440			(0)
TOTAL			16640			(16,489)

Registration

Adult Dept.	Re-reg.	101
	New Bor.	198
B. & G.	Re-reg.	61
	New Bor.	56
Garnet Branch	Re-reg.	0
	New Bor.	12
Bookmobile	Re-reg.	4
	New Bor.	86

Total: Re-reg. 173
New Bor. 352

Report of the Librarian for April, 1942

424 volumes were acquired by purchase during the month, and renewal subscriptions were placed for about one-hald of the periodical list. 587 volumes were rebound, at a cost of $607.04. Total expenditures for books, periodicals and binding amounted to $2,070.05, exhausting the amount provided for this purpose in the budget. Outstanding titles acquired include Blunt's Secret History of the English Occupation of Egypt; Howard N. Eavenson's First Century and a Quarter of the American Coal Industry; Who's Who in America, Volume 22; Kuno's Japanese Expansion on the Asiatic Continent; [illegible]'s [illegible] Protection; and Civil Defense, by Col. C.W. Glover.

For supplies, equipment and maintenance, there was expended $223.08.

In the Circulation Division, a pamphlet collection has been organized, and routines and charging card forms have been drawn up for the purpose of circulating this material. Only pamphlets from the general collection which can be easily replaced and not those from the West Virginia Collection, will be circulated.

Inventory

The inventory of books has completed the shelf list checking of the circulating books in the Adult Department. During the past month a count was made of the Library's collection of fiction. The count, as of April 15, 1942, showed that the Library has 6,951 titles and 9,612 volumes. The 2,661 difference between titles and volumes indicates duplicates and the additional

volumes of titles which are published in more than one volume. Of the 9,612 total 1,404 are still missing. Since the 15th of April the book shelves, Bookmobile, circulation records, binding records, mending shelves, and various other places were searched for the missing volumes with the result that 158 were located. This reduces the total of missing books to 1,246 as of May 1, 1942. The search for missing fiction books will continue and the titles will not be discarded until the next inventory shows that they are still missing.

Reference Division

During the month of April 52 quick reference qeustions and 90 research questions were recorded on the reference statistic sheets

Exhibits

Special book exhibits were done in the Library on the following subjects: Gardens for Victory - books on vegetable gardening; the Flowers that Bloom in the Spring - flower gardening; and Homemaker's Shelf - home decoration. A special Shakespeare exhibit, with a display of the various editions of Shakespeare, source books, documents, etc., owned by the Library, together with posters and a model Elizabethan Theatre lent by the Charleston High School English Classes, was put up for April 23rd.

Two art exhibits were on view: a group of paintings by members of the Allied Artists of West Virginia, and a group of eighty contemporary American prints selected and arranged by the American Federation of Arts and sponsored jointly by the Library and the Allied Artists

volumes of bibliography [illegible] in [illegible]
of the 9,012 to 1,494 [illegible]
of April the book receives, "Commodity, direct [illegible]
records, earlier reviews, and various other [illegible]
for the library volumes with [illegible] 1,142.
While reviews the broad of [illegible] books to 1,[illegible] of [illegible] 1,142.
The search for a [illegible] fiction to [illegible] will [illegible]
will not be discovered until the [illegible] have been
still missing.

During the course of April 72 [illegible] conditions
and 90 reserves [illegible]

Recent book [illegible]
following subjects: [illegible] - [illegible]
gardening; the "[illegible]" - [illegible]
and [illegible] - [illegible]
exhibit, [illegible] of [illegible]
source books, [illegible], [illegible] Library, [illegible]
[illegible] a model [illegible]
High School [illegible] for [illegible].

Two and possibly more on view: a [illegible]
members of the [illegible], and [illegible]
slightly contemporary [illegible]
[illegible] federation of [illegible]

Bookmobile

No new stops were added to the Bookmobile schedule in April, although there were several verbal requests for stops.

A tentative summer schedule has been worked out, condensing the time somewhat so that the Bookmobile staff may work one or two days each week in the Library. Since circulation always falls during the summer months, long stops may be shortened in some cases without hurting service.

During the month, a total of 15,328 books were issued for home use. 299 new borrowers were enrolled, and 217 patrons were re-registered.

Respectfully submitted,

Charles E. Butler

May 8, 1942

Circulation April, 1942

Main Library

Adult Dept.				
Non-fic.	2879		(3427)	
Fiction	3972		(4353)	
Total		6851		(7780)
Boys' & Girls'				
Non-fic.	960		(1059)	
Fiction	815		(900)	
Total		1775		(1959)
Total Main Library		8626		(9739)

Bookmobile-Extension

Adult Dept.				
Non-fic.	336		(226)	
Fiction	1793		(1542)	
Total		2129		(1768)
Boys' & Girls'				
Non-fic.	523		(118)	
Fiction	1729		(502)	
Total		2252		(620)
Teacher circulation		1159		
Total Bookmobile		5540		(2388)

Garnet Branch Library

Non-fic.	580		(783)	
Fiction	582		(741)	
Total		1162		(1524)

Grand Total

Non-fic.	5278		(5613)	
Fiction	8891		(8038)	
Total		14,169		(13,651)
Bookmobile Teacher Circulation		1,159		
Total			15,328	(13,651)

Registration

Adult Dept.	New Bor.	181			
	Re-reg.	70			
B. & G. "	New Bor.	34			
	Re-reg.	49			
Garnet Br.	New Bor.				
	Re-reg.	95			
Bookmobile	New Bor.	84	Total	Re-reg.	217
	Re-reg.	3		New Bor.	299

Report of the Librarian for May, 1942

The total number of books issued for home use during May was 13,476, as compared with 12,749 during May of 1941. Increases were noted in the childrens circulation at the Main Library, and the Bookmobile as a whole. The Adult Department and Garnet Branch showed slight decreases.

256 cards were issued to new borrowers, 191 at the Main Library and 65 with the Bookmobile. 404 holders of old cards were reregistered.

392 volumes were acquired by purchase during the month, at a cost of $797.07. 21 volumes were rebound. Total expenditures from the book fund, including postage, maps, pamphlets, etc., amounted to $881.36.

During May 469 volumes were accessioned, and 229 were catalogued and placed on the shelves.

Beginning with the first of May, four members of the Adult Department staff have been regularly scheduled for work in the Catalog Department. The total number of hours assigned has been around thirty-two hours a week. Having four additional assistants cataloging books has made even more necessary the formulation of definite procedures in the process of cataloging. Such rules and procedures are now being worked out as questions arise. Eventually, it is hoped, the Catalog Department will have in writing a complete set of instructions for all kinds of details in the process of cataloging.

According to the statistic sheets filled out in the month of May, 89 research reference questions and 60 quick reference questions were recorded. The amount of reference work done from month to month remains about the same as far as the records go. This fact might be interpreted practically as an increase in reference work since, with the closing of schools, a sharp decrease in the demands upon the reference collection is ordinarily the rule. In looking over the questions asked in the past month, it is interesting to note the frequency of questions relating to civilian defense and production of war materials.

For equipment, repairs and supplies, the sum of $87.21 was expended.

Several hundred books were received as gifts in the Victory Book Campaign. The staff has assumed the task of sorting and distributing these, since the official close of the Campaign.

Respectfully submitted,

Charles E. Butler

Librarian

July 3, 1942

Circulation May, 1942

res in parenthesis are 1941 figures)

AIN LIBRARY

Adult Dept.						
Non-fiction	2701			(3055)		
Fiction	3918			(4176)		
Total		6619			(7231)	
B & G Dept.						
Non-fiction	872			(982)		
Fiction	902			(946)		
Total		1774			(1928)	
Total Main Library			8393			(8159)

OOKMOBILE-EXTENSION

Adult Dept.						
Non-fiction	205			(228)		
Fiction	1363			(1379)		
Total		1568			(1607)	
B & G Dept.						
Non-fiction	316			(77)		
Fiction	1058			(398)		
Total		1374			(475)	
Teacher circulation		998				
Total Bookmobile			3940			(2082)

ARNET BRANCH LIBRARY

Adult Dept.						
Non-fiction	363			(458)		
Fiction	448			(540)		
Total		811			(998)	
B. & G.						
Non-fiction	242			(380)		
Fiction	90			(130)		
Total		332			(510)	
Total Garnet Branch			1143			(1508)

RAND TOTAL

Non-fic.		4699		(5180)		
Fiction		7779		(7569)		
Total			12,478			(12,749)
Teacher circulation			998			
Total			13,476			(12,749)

egistration

Main Library

Adult:	New Bor.	163
	Re-reg.	71
B & G:	New Bor	28
	Re-reg.	29
Bookmobile:		
	New Bor.	65
	Re-reg.	2
Garnet Branch:		
	New Bor.	
	Re-reg.	302

Total:	New Bor.	256
	Re-reg.	404

Report of the Librarian for June, 1942

Adult Department

In the Reference Division, the inventory of reference books has progressed through the 300 classification.

81 research reference questions and 45 quick reference were recorded during June.

More pamphlets have been added to the pamphlet collection, and some of these have already gone out into circulation; many more pamphlets are being used as reference material. The collection has now grown to fill four filing drawers and will rapidly expand to another filing section of the same size. The Exhibit Committee has made arrangements to feature a display of this material, which should increase considerably the collection's use.

During the summer months it is now possible for readers to take out books on vacation loan. This allows a reader to take out as many as five books on a card and to keep them until the day after Labor Day. The books circulated on this type of loan are limited to those which have been in the collection more than a year and of which the Library has more than one copy.

Two art exhibits, Water Colors, by The Allied Artists of West Virginia, and Prints by Kathe Kollwitz, arranged by the American Federation of Arts, were on display in May and June. During the two months sixteen special book displays were featured throughout the Library. Subjects included: The Rivers of America series, travel in the United States, Vocations for Boys and Girls, and Faith in America.

In the Reference Division, the inventory of reference books was pre-tested through the 300 classification.

61 research reference questions and 45 quick references were recorded during June.

More pamphlets have been added to the pamphlet collection, and some of these have already gone out into circulation; many more pamphlets are being used as reference material. The collection has now grown to full four filing drawers and will need an expand to another filing section of the same size. The Pamphlet Committee has made arrangements to feature a display of this material, which should increase considerably its collection's use.

During the summer months it is now possible for readers to take out books on vacation loan. This allows a reader to take out as many as five books on a card and to keep them until the day after Labor Day. The books circulated on the 4 days of loan are limited to those which have been in the collection more than a year and of which the library has more than one copy.

Two art exhibits, Water Colors, by the Gilled Artists of West Virginia, and Prints by Pablo Kolivits, arranged by the American Federation of Arts, were on display in May and June. During the two months already mentioned special book displays were featured throughout the library. Subjects included: The Rivers of America series, travel in the United States, Vocations for Boys and Girls, and Faith in America.

In the Readers' Bureau, a tentative selection of books for use in the Bureau has been made. These are of two types: professional tools, bibliographies, guides in the field of adult education, etc; and the general introductions and popular books in the various subject fields. Two groups of library books were selected to be used through the summer by older girls and councillors in two Girl Scout Camps.

Bookmobile

A summer schedule has been put into effect. One new stop, at Kenna Homes, has been added, and two regular winter stops have been omitted. The whole schedule has been condensed so that the Bookmobile Staff works in the Library on Two and one-half days one week, and one and one-half days the alternate week. Circulation for the Bookmobile continues to show an increase, being some 2000 higher than for June of 1941. 99 new county borrowers were issued cards.

449 volumes were acquired by purchase during June at a cost of $1021.86. Juvenile books, binding and rebinding, maps and pamphlets brought the total book expenditures for the month to $1176.42. Gifts were received from a Mrs. Maxwell, Mr. Anthony Foy, Mr. Lee Garrett, Mr. E. A. Munyan, Mr. Elton S. Brown, the American Petroleum Institute, and Dun and Bradstreet, Inc. 24 volumes were lost and paid for.

The Kanawha County Historical Society, at its last meeting of the fiscal year, voted the sum of $20.00 to the Library for the purchase of material relating to the Society's field of interest. This material, to be selected by a committee of the Society and the Library, will form part of the Society's projected collection to be housed in the Library.

In the Readers' Bureau, a selective selection of books for use in the Bureau has been made. These are of two types: professional books, bibliographies, guides in the field of adult education, etc; and general information and popular books in the various subject fields. Two copies of library books were acquired to be used through the summer by older girls and counsellors in the girl scout camps.

Bookmobile

A summer bookmobile has been put into effect. One new stop, at Bare Lake, has been added, and the regular winter stops have been retained. The whole bookmobile has been renovated to give the bookmobile staff works in the library on two and one-half days one week, and one and one-half days the alternate week. Circulation for the bookmobile continues to show an increase, reaching some 2000 higher than for the year 1941. 99 new county borrowers were issued cards.

443 volumes were acquired by purchase during the at a cost of $1021.86. Juvenile books, biography and reference, maps and magazines represent the total book expenditures for the month to $1176.43. Gifts were received from a Mrs. Maxwell, Mr. Johnny Fox, Mr. [illegible] and Dun and Bradstreet, Inc. 24 volumes were lost and paid for.

The Kosciusko County Historical Society, at its last meeting of the fiscal year, voted the sum of $25.00 to the Library for the purchase of material relating to the history of Kosciusko. This material, to be selected by a committee of the Society and the Library, will form part of the Society's projected collection to be housed in

12,815 books were issued for home use from all agencies during June, an increase of about 1200 over June of 1941. The increase was entirely in the county extension service.

357 new borrowers applied for library cards during the month.

Respectfully submitted,

Charles E. Butler

Librarian

July 17, 1942

Circulation, June 1942 All Depts.

Figures in parenthesis are 1941 figures)

MAIN LIBRARY

Adult Dept.						
	Non-fiction	2526		(2793)		
	Fiction	4658		(4550)		
	Total		7184		(7343)	
B & G Dept.						
	Non-fiction	831		(1007)		
	Fiction	952		(1294)		
	Total		1783		(2301)	
Total Main Library				8967		(9644)

BOOKMOBILE-EXTENSION

Adult Dept.						
	Non-fiction	196		(56)		
	Fiction	1472		(586)		
	Total		1668		(642)	
B & G Dept.						
	Non-fiction	222		(34)		
	Fiction	955		(140)		
	Total		1177		(174)	
Teacher circulation			0		(0)	
Total Bookmobile				2845		(816)

GARNET BRANCH LIBRARY

Adult Dept.						
	Non-fiction	203		(283)		
	Fiction	533		(560)		
	Total		736		(843)	
B & G Dept.						
	Non-fiction	164		(283)		
	Fiction	103		(102)		
	Total		267		(330)	
Total Garnet Branch				1003		(1173)

GRAND TOTAL

	Non-fiction		4142		(4401)	
	Fiction		8673		(7232)	
	Total			12,815		(11,633)

Registration: June 1942

Main Library					
Adult:	New borl	217	(274)		
	Re-reg.	63	(114)	Total:	
B & G	New Bor.	41	(66)	New Bor.	357 (37
	Re-reg.	40	(0)	Re-reg.	876 (11
Bookmobile:	New Bor.	99	(24)		
	Re-reg.	1	(,2		
Garnet Branch	New bor.	—	(10)		

Report of the Librarian for July, 1942

Continued use by the public of the Library's services is evidenced by the fact that during July a total of 408 new borrowers were enrolled, as compared with 298 in July, 1941. Of this total, 272 were adults at the Main Library, and 50 were juveniles; the Bookmobile recorded 81, and Garnet Branch, 5. 72 holders of old cards were re-registered.

13,715 books were issued for home reading. Of these, 9790 were fiction, and 3925 were non-fiction.

253 volumes were acquired by purchase during the month; and 174 volumes were rebound. Maps, pamphlets, periodicals, etc., brought expenditures from the book fund to a total of $796.44.

Expenditures for supplies, equipment, printing, and repairs amounted to $313.81.

In the Preparations Department, 262 titles, or 332 volumes, were cataloged and placed on the shelves. 37 titles were recataloged. Printed cards were used for 152 titles.

432 worn-out volumes were withdrawn.

Miss Miriam Bass joined the Staff as Head of the Boys' and Girls' Department on July 1st. Plans for the operation of the Department have been studied and discussed, and various routines have been adjusted and reorganized. Emphasis has been given to an examination of the book collection, with a view toward having it in good shape by the opening of school.

In the adult department 117 reference questions and 84 quick reference questions were recorded. This represents an appreciable

[illegible]

[illegible] library's [illegible] is
[illegible] by the first book [illegible] only a total of 40 new [illegible]

[illegible]

272 were on lis of the [illegible], and 30 were juvenile; the [illegible]
[illegible] 1, [illegible] 5. 12 [illegible] of old [illegible]
[illegible] duplicates.

12,712 books were issued for home reading. Of these, 5750
were fiction, and 1,[illegible] were non-fiction.

213 volumes were [illegible] during the month; and
114 volumes were renewed. [illegible], periodicals, etc., [illegible]
[illegible] from the book fund to a total of 7,[illegible].

[illegible]

[illegible] to 32,[illegible].

In the [illegible] by [illegible], 582 [illegible], or 172 volumes, were
[illegible] and [illegible] on the shelves. 27 [illegible] were [illegible].
Related [illegible] were used for 152 [illegible].

[illegible] worn-out [illegible] were withdrawn.

[illegible] Station was located the last of the year, and
Girls' [illegible] on July 1st. [illegible] the connection of the be-
[illegible] were [illegible] and discussed, and various [illegible]
[illegible] and [illegible]. [illegible] has been given to an [illegible]
[illegible] collection, and a [illegible] lower [illegible] it is [illegible]
[illegible] of [illegible].

[illegible]

[illegible] records. The [illegible] is [illegible]

increase in reference activity over previous months. As an illustration of the practical value of this aspect of library service, one case may be noted, that of a laborer recently sent to the Library by his foreman at the Butadiene Plant to find a formula for grading from stake readings. Civil engineering handbooks, etc., presupposed a professional background which the man did not have, and finally the assistant on duty found a simple explanation in a book on railroading. This kind of reference service which finds not only an answer but a usable answer, is one of the Library's most important contributions to the community.

The inventory of books in the Reference Collection has completed the 400, 500, 600, and one-half the 700 classifications. During July, preliminary checking having been completed, a count of the non-fiction circulating books was begun. Through five of the ten classes, a total of 463 were missing out of 4,638. The bulk of the collection is in classes not yet counted - science, technology, literature, history, etc.

During July, the Library has been fortunate in having the volunteer services for several hours each day, of Miss Joy Bromberg and Miss Frances Kay. They have been used at clerical and routine tasks to relieve the regular staff for other duties.

Respectfully submitted,

Charles E. Butler

Librarian

August 7, 1942

Circulation for July, 1942

(figures in parenthesis are last years figures)

MAIN LIBRARY							
Adult Dept.							
Non-fiction	2753			(2928)			
Fiction	5068			(4862)			
Total		7821			(7790)		
B & G Dept.							
Non-fiction	428			(788)			
Fiction	1225			(1060)			
Total		1653			(1848)		
Total Main Library			9474				(9638)
BOOKMOBILE-EXTENSION							
Adult Dept.							
Non-fiction	191			(160)			
Fiction	1888			(1540)			
Total		2079			(1700)		
B & G Dept.							
Non-fiction	207			(63)			
Fiction	911			(339)			
Total		1118			(402)		
Teacher circulation		0			(0)		
Total Bookmobile			3197				(2102)
GARNET BRANCH LIBRARY							
Adult Dept.							
Non-fiction	202			(247)			
Fiction	597			(611)			
Total		799			(358)		
B & G. Dept.							
Non-fiction	144			(187)			
Fiction	101			(138)			
Total		245			(325)		
Total Garnet Branch			1044				(1183)
GRAND TOTALS							
Adult							
Non-fiction	3146			(3335)			
Fiction	7553			(7013)			
Juvenile							
Non-fiction	779			(1038)			
Fiction	2237			(1537)			
Total Non-fiction:		3925			(4373)		
" Fiction		9790			(8550)		
Grand total			13,715				(12,923)

Registration: July 1942

Main Library	Adult Dept.	New bor.	272	(209)			
		re-reg.	48	(218)			
	B & G	New bor.	50	(49)	re.reg.	22	(0)
Bookmobile	Adult Dept.	New bor.	81	(36)			
		re-reg.	2	(8)			
Garnet Branch		New Bor.	5	(4)			
		re-reg.	0	(0)			

TOTAL Newbor. 408 (298)
rereg. 72 (226)

Report of the Acting Librarian for August, September, October, 1942

In the past three months the Library's services have been maintained at a normal standard despite the departures of Mr. Butler for service in the army and of Miss Ferguson for the work in another Library. This is evidenced by the fact that the total number of books issued for home use has shown only very slight decline compared with the number issued a year ago -- a decline which is accounted for by the closing of the Boys' and Girls' Department for two weeks in September for redecoration and the lack of one full time staff member in the Adult Department throughout October. Registration of new borrowers in all departments except the Extension Department were about the same as for the corresponding months of 1941.

336 volumes were acquired by purchase during August, 284 volumes during September, and 468 volumes during October. 273 volumes were rebound in September. Maps, pamphlets, periodicals, etc, brought the expenditures from the book fund to a total of $784.24 in August, $982.47 in September and $2112.54 in October.

Expenditures for supplies, equipment, printing and repairs amounted to $472.67 in August, $148.41 in September and $590.34 in October.

In the Preparations department 257 volumes were cataloged and placed on the shelves in August, 203 volumes in September and 464 volumes in October.

Titles recataloged in August totaled 62, in September 17, and in October 3. A total of 564 printed cards were used in the three months period.

In the Boys' and Girls' Department 522 titles were withdrawn in August, 214 in September, and 16 in October. In the Adult Department 157 titles were withdrawn in August, none in September, and 1,555 in October. The withdrawals for October are higher than normal since discards accumulated since the first of the year could not be handled until a clerical assistant was available.

In the past three months the Boys' and Girls' Department has been completely redecorated and most of the book collection has been gone over. In addition to cleaning, rebinding, and replacing of old titles, a number of new titles have been added and the room presents a pleasing appearance. Miss Bass, the Librarian for Boys and Girls, is placing emphasis upon school reference work for boys and girls as well as upon recreational reading. Schools have been visited and an effort has been made to help parents in the selection of books for children.

In spite of loosing what amounted to two full-time assistants in the Adult Department, Library services for Adults, under the direction of Miss White, new Head of the Adult Department, have not fallen below standard, and have witnessed an increase in Reference service. The employment of one temporary clerical assistant and an additional page has tided the Library over a difficult period. With the exception of not giving help to the Catalog Department, the Adult Department staff has in addition to its usual work concluded the count of circulating books for inventory and checked a number of standard lists of books for lacks in the book collection. The count of circulating books showa a total of 27,555 volumes, an increase of 8,914 over the number counted in 1934.

Exhibits shown in the Library during August, September and October included Reproductions of Italian paintings, secured from the

Metropolitan Museum of Art and an exhibit of local art arranged by the Allied Artists of West Virgina.

With the appointment of the additional page from 6-9 each evening, one professional assistant has been relieved from a certain amount of clerical routine and has thus been able to do reference work for readers.

The employment of the two clerical workers has provided for help in the Adult Department and in the Catalog Department. In addition the two temporary assistants have made a record of all the books waiting to be cataloged; a record which enables staff members to know what books have been acquired by the library. This record has also made possible the compilation of complete lists of books cataloged in the library each month. The list for October has been mimeographed and represents only about 2/3 of the month's output.

Respectfully submitted,

Isabel P. Lynch

Acting Librarian

November 6, 1942

Circulation for August 1942 - All Depts.

gures in parenthesis are last years)

MAIN LIBRARY							
Adult Dept.							
Non-fiction	2744			(2847)			
Fiction	5355			(4684)			
Total		8099			(7531)		
B & G. Dept.							
Non-fiction	469			(754)			
Fiction	1353			(973)			
Total		1822			(1727)		
Total Main Library			9921				(9258)
BOOKMOBILE-EXTENSION							
Adult Dept.							
Non-fiction	220			(177)			
Fiction	1367			(1440)			
Total		1587			(1617)		
B & G. Dept.							
Non-fiction	170			(60)			
Fiction	692			(343)			
Total		862			(403)		
Teacher circulation		0			(0)		
Total Bookmobile-extension			2449				(2020)
GARNET BRANCH LIBRARY							
Adult Dept.							
Non-fiction	200			(219)			
Fiction	590			(638)			
Total		790			(857)		
B & G. Dept.							
Non-fiction	190			(134)			
Fiction	98			(123)			
Total		288			(257)		
Total Garnet Branch			1078				(1114)
MAIN TOTALS							
Adult							
Non-fiction		3164			(3243)		
Fiction		7312			(6762)		
Juvenile							
Non-fiction		829			(948)		
Fiction		2143			(1439)		
Total Non-fiction			3993				(4191)
" Fiction			9455				(8201)
Grand Total				13,448			(12,392)

Registration for August - 1942

(Figures in parenthesis are last years)

MAIN LIBRARY

Adult Dept.

New Borrowers	209	(158)
Re-reg.	68	(267)

B & G. Dept.

New Borrowers	53	(37)
Re-reg.	8	(5)

BOOKMOBILE

Adult & B&G

New Borrowers	60	(44)
Re-reg.	0	(15)

GARNET BRANCH

New Borrowers	5	(7)
Re-reg.	0	(0)

Total:	New Borrowers	327	(246)
	Re-reg.	76	(287)

Circulation for September 1942

	1942			1941		
IN LIBRARY						
Adult Dept.						
Non-fiction	2702			2905		
Fiction	4464			4232		
Total		7166			7137	
B & G Dept.						
Non-fiction	240			719		
Fiction	669			791		
Total		909			1510	
Total Main Library			8075			8647
OKMOBILE-EXTENSION						
Adult Department						
Non-fiction	182			156		
Fiction	1282			1335		
Total		1464			1491	
B & G Dept.						
Non-fiction	150			72		
Fiction	666			404		
Total		816			476	
Teacher Circulation		0			0	
Total of Bookmobile			2280			1967
RNET BRANCH LIBRARY						
Adult Dept.						
Non-fiction	366			377		
Fiction	552			585		
Total		918			962	
B & G.Dept.						
Non-fiction	246			211		
Fiction	90			103		
Total		336		314		
Total Garnet Branch			1254			1276
AND TOTALS						
Adult						
Non-fiction	3250			3438		
Fiction	6298			6152		
Juvenile						
Non-fiction	636			1002		
Fiction	1425			1298		
Total non-fic.		3886			4440	
" Fiction		7723			7450	
GRAND TOTAL			11,609			11,890

Registration for September 1942

Main Library		1942	1941
Adult Dept.			
	New Bor.	271	292
	Re-reg.	41	283
B & G.			
	New Bor.	42	33
	Re-reg.	0	4
Bookmobile			
	New Bor.	33	195
	Re-reg.	1	27
Garnet Branch			
	New bor.	29	19
	Re-reg.	0	0
Total:	New Bor.	375	539
	Re-reg.	42	314

Circulation for October 1942

	1942			1941		
IN LIBRARY						
Adult Dept.						
Non-fiction	2934			3284		
Fiction	4380			4331		
Total		7314			7615	
B & G Dept.						
Non-fiction	527			1170		
Fiction	1152			927		
Total		1679			2097	
Total Main Library			8993			9712
OKMOBILE-EXTENSION						
Adult Dept.						
Non-fiction	202			299		
Fiction	1330			1587		
Total		1532			1886	
B & G Dept.						
Non-fiction	261			391		
Fiction	866			1237		
Total		1127			1628	
Teacher circulation		344			37	
Total Bookmobile			3003			3551
RNET BRANCH LIBRARY						
Adult Dept.						
Non-fiction	417			418		
Fiction	513			627		
Total		930			1045	
B & G Dept.						
Non-fiction	321			256		
Fiction	123			134		
Total		444			390	
Total Garnet Branch			1374			1435
AND TOTALS						
Adult						
Non-fiction	3553			4001		
Fiction	6233			6545		
Juvenile						
Non-fiction	1109			1817		
Fiction	2141			2298		
Total non-fic.		4662			5818	
" fiction		8364			8843	
Teacher cir.		344			37	
GRAND TOTAL			13,370			14,698

Registration for October 1942

Main Library		1942	1941
Adult Dept.			
	New Bor.	266	271
	Re-reg.	40	228
B & G			
	New Bor.	59	59
	Re-reg.	3	8
Bookmobile			
	New Bor.	146	419
	Re-reg.	1	10
Garnet Branch			
	New Bor.	23	24
	Re-reg.	0	0
TOTAL:	New Bor.	494	773
	Re-reg.	44	246

Report of the Acting Librarian for November - 1942

In November 398 new borrowers were registered and a total of 13,368 books were circulated. The circulation figures show a decrease of about 2000 as compared with November, 1941. Over a thousand of this decrease is in Bookmobile circulation alone. A disporportionate decrease such as this is due to the failure of the Bookmobile to operate satisfactorily. An inadequate battery has caused frequent delays and even omission of scheduled stops.

316 volumes were acquired by purchase during the month, and 707 volumes were rebound. Maps, pamphlets, periodicals, etc. brought expenditures from the book fund to a total of $1565.32.

Expenditures for supplies, equipment, printing and repairs totaled $191.98.

In the Preparations Department 333 titles or 410 volumes were placed on the Adult Department shelves. This figure when compared with the number of volumes acquired by purchase (316) indicates a step forward in the attempt to cut down the time lag existing between the purchase of a book and its preparation for library use. 248 sets of Library of Congress were used and 11 volumes were recataloged. In the Boys' and Girls Department 379 books were added to the collection, this total represents acquisitions since the first of July which were not put into circulation until Book Week in November.

334 worn out volumes were discarded.

Noteworthy acquisitions received in the past month include LaRousse, Grand Dictionnaire Universel the well known French encyclopedia which ranks with the Britannica in reference or research value, and Halkett & Laing's Dictionary of Anonymous and Pseudonymous Literature.

A very acceptable gift was received from Mrs. W. R. Estill who gave the Library an unbroken run of the Atlantic Monthly for the first 20 years.

In the Adult Department, an additional service desk has been in use during the past month. A professionally trained assistant has been assigned to do reference work and to give book selection advice from 3 to 5 each afternoon, 6 to 9 each evening and from 10 a.m. to 9 p.m. on Saturdays. The success of this procedure has been born out by the fact that the record of reference questions handled reached a new high of 205 questions for the month. 60 readers were given help in the selection of books for home use.

In the Boys' and Girls' Department the budget allotment of extra money for redecoration and the addition of a clerical worker have been justified in the activity of the past month. The Boys' and Girls' Department has been open daily from 10 until 6 and thus able to serve parents and pre-school children. Story hour has been resumed on Saturday monrings. Miss Bass, Head of the Department, has given several talks about Childrens books - to both adult and juvenile groups.

Beginning with the first of November, the Library has undertaken a program of obtaining more publicity. One of the papers has allowed a 50% increase of space in its Sunday edition for notices of books. The other paper publishes from time to time short book reviews written by members of the Library Staff. The success of the publicity program was most evident during Book week, when, both papers carried several pictures and notices.

Respectfully submitted,

Isabel Lynch

Acting Librarian

December 4, 1942

Circulation for November - 1942

	1942			1941		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2865			3042		
Fiction	4177			4089		
Total		7042			7131	
B & G Dept.						
Non-fiction	596			1566		
Fiction	1748			1214		
Total		2344			2780	
Total Main Library			9386			9911
BOOKMOBILE-EXTENSION						
Adult Dept.						
Non-fiction	194			328		
Fiction	1243			1548		
Total		1437			1876	
B & G Dept.						
Non-fiction	239			434		
Fiction	920			1509		
Total		1159			1943	
Teacher Cir.		201			447	
Total Bookmobile			2797			4296
GARNET BRANCH						
Adult Dept.						
Non-fiction	343			499		
Fiction	463			595		
Total		806			1094	
B & G Dept.						
Non-fiction	264			158		
Fiction	115			345		
Total		379			503	
Total Garnet Branch			1185			1597
MAIN TOTALS						
Adult Dept.						
Non-fiction	3402			3869		
Fiction	5883			6232		
B & G Dept.						
Non-fiction	1099			2158		
Fiction	2783			3068		
Total Non-fiction		4501			6027	
Fiction		8666			9300	
Teacher cir.		201			477	
Grand Total			13,368			15,804

Registration for November - 1942

Main Library			
Adult:	New Borrowers	218	254
	Re-registered	29	149
B & G:	New Borrowers	97	117
	Re-registered	8	20
Bookmobile	New Borrowers	71	123
	Re-registered	0	20
Garnet Branch	New Borrowers	12	20
	Re-registered	0	0
Total:	New Borrowers	398	514
	Re-registered	37	189
		436	

Acting Librarian's Report for December - 1942

A sustained interest in the Library services have been indicated in both the registration of new borrowers and in the circulation of books. Increases in registration for the Main Library and an increase of approximately 800 books in circulation for the Boys' and Girls' Department over December, 1942 are very encouraging. The Bookmobile, due to unfavorable weather conditions, was unable to meet its schedule several times, and again this month extension work has shown a decrease. We have the books for county readers, but we have not yet solved the problem of getting county readers for our books.

261 volumes were acquired by purchase during the past month. 105 volumes were rebound of which 98 were adult titles, and 7 were juvenile. Maps, pamphlets, periodicals, etc. brought expenditures from the book fund to a total of $916.12.

Expenditures for supplies, equipment and repairs totaled $736.57. $268.00 of this sum was expended upon safety equipment and repairs for the furnace which is now operating satisfactorily.

In the preparations department 437 volumes were accessioned. 512 volumes were cataloged, 44 of which were juvenile books. 191 worn out books were discarded, 105 of these were juvenile.books.

The Allied Artists of West Virginia have lent to the Library another wood block print by Blanche Lazzell. The new print "Red Tulips" will be hung in the Browsing Room with another Lazzell print, "The Red Scow" previously lent by the Allied Artists.

Most of the work in converting the main floor northwest corner room into a browsing room has been completed. Expenditures for everything done to date total $350.99. This is $109 less than the amount

alloted, but four wooden chairs with arms, provided for in the original plans have not yet been secured.

Several noteworthy exhibits have been shown in the Library during the past month. In the Boys' and Girls' Department, the exhibit of pictures drawn by children who listened to the "Musical Pictures" programs broadcast in the schools aroused interest among both adults and children. An exhibit of early manuscript leaves displayed in the Adult Department seemed to attract unusual attention.

During December one of the temporary clerical workers was unable to work because of illness in her family. This loss of time has delayed the inventory count.

The publicity program has been sustained. It is hoped that at least one feature article a month such as the article on reference work that appeared in the papers last month will be printed.

Respectfully submitted,

Isabel P. Lynch

Acting Librarian

January 8, 1943

Circulation for December 1942 - All Depts.

	1942			1941		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2383			[illegible]		
Fiction	3308			[illegible]		
Total		5691			5775	
B & G Dept.						
Non-fiction	550			[illegible]		
Fiction	1773			[illegible]		
Teachers' Cir.	72			0		
Total		2395			[illegible]	
Total of Main Library			8086			7372
BOOKMOBILE-EXTENSION						
Adult Dept.						
Non-fiction	189			288		
Fiction	1022			1412		
Total		1211			1700	
B & G Dept.						
Non-fiction	174			288		
Fiction	851			1222		
Total		1025			1510	
Teacher Cir.		177			951	
Total Bookmobile			2413			4161
GARNET BRANCH						
Adult Dept.						
Non-fiction	363			391		
Fiction	432			[illegible]		
Total		795			1015	
B & G Dept.						
Non-fiction	222			[illegible]		
Fiction	90			176		
Total		312			476	
Total Garnet Branch			1107			1491
ALL IN TOTALS						
Adult Dept.						
Non-fiction	2935			3097		
Fiction	4762			5393		
B & G Dept						
Non-fiction	946			1400		
Fiction	2714			2183		
Total Non-fiction		3881			4497	
Fiction		7476			7576	
Bookmobile		177				
Teacher Cir.						
Boys & Girls Dept.		72			951	
Grand total			11,606			13,024

Registrations for March - 1946

				1947	
Main Library:					
Adults:	New Borrowers	175		[illegible]	
	Re-registered	21		[illegible]	
P & G:	New Borrowers	85		[illegible]	
	Re-registered	4		[illegible]	
Bookmobile	New Borrowers	59		74	
	Re-registered	0		[illegible]	
Market Branch	New Borroweres	10		12	
	Re-registered	0			
Total:	New Borrowers		330		290
	Re-registered		25		197

Report of the Acting Librarian for January - 1943

When libraries all over the country are reporting decreases in circulation due to war-time conditions, it is gratifying to be able to report increases in circulation work in the Kanawha County Public Library. Appreciable increases in numbers of books issued for juvenile fiction and adult non-fiction over the corresponding number for January 1942 offset declines in other departments. In January 423 borrowers were registered, 15,375 books were issued, and 618 reference or book selection questions were answered. On an average basis, each day the library was open 17 people were given cards, 615 books were lent and 25 requests for help were met.

252 volumes were acquired by purchase during the past month. 76 volumes were rebound, all of which were periodicals. Maps, pamphlets, periodicals etc. brought expenditures from the book fund to a total of $669.77.

Expenditures for supplies, equipment and repairs totaled $66.34.

In the preparations department 446 volumes were accessioned of which 147 were juvenile titles. 394 adult books and 16 juvenile books were cataloged making atotal of 410. 284 worn out juvenile books were withdrawn.

An outstanding acquisition of the past month has been the first four volumes of the Catalog of the Library of Congress.

The Library has again this year undertaken to serve

as headquarters for the Victory Book Campaign. Slowness in getting the campaign underway has been caused by confusion in the national headquarters, delay in getting response for requests for help and pressure of regular work on our own library staff. Mr. R. S. Spillman, however, has consented to help in the local organization of the campaign, and the mechanics of the campaign may be expected to operate smoothly in the coming month. In the meantime all books collected for the men in the service are received at the Library.

Exhibits in the past month have included displays of Van Gogh reproductions, Soviet War Posters, a collection of unusual china tea cups lent by Miss Abney and souvenirs of the Civil War period lent by Mrs. Blundon.

Respectfully submitted,

Isabel P. Lynch

February 5, 1943 Acting Librarian

Circulation for January 1943 - All Depts.

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	3342			3259		
Fiction	4459			4779		
Total		7801			8038	
B & G Dept.						
Non-fiction	694			941		
Fiction	2276			931		
Teachers' Cir.	247			0		
Total		3217			1872	
Total of Main Library			11018			9910
BOOKMOBILE-EXTENSION						
Adult Dept.						
Non-fiction	278			331		
Fiction	1283			1533		
Total		1561			1864	
B & G Dept.						
Non-fiction	294			382		
Fiction	1084			1386		
Total		1378			1768	
Teacher Cir.		142			336	
Total Bookmobile			3081			3968
GARNET BRANCH						
Adult Dept.						
Non-fiction	410			615		
Fiction	537			430		
Total		947			1045	
B & G Dept.						
Non-fiction	224			288		
Fiction	105			154		
Total		329			442	
Total Garnet Branch			1276			1487
MAIN TOTALS						
Adult Dept.						
Non-fiction	4030			4205		
Fiction	6279			6742		
B & G Dept.						
Non-fiction	1212			1611		
Fiction	3465			2471		
Total Non-fiction		5242			5816	
Fiction		9744			9213	
Teacher Cri.					0	
Boys & Girls		247				
Bookmobile		142			336	
Grand Total			15365			15365

Registration for January - 1943

		1943	1942
MAIN LIBRARY			
Adult:	New Borrowers	248	245
	Re-registered	27	191
B & G:	New Borrowers	86	46
	Re-registered	5	58
BOOKMOBILE:	New Borrowers	47	90
	Re-registered	0	6
Garnet Branch	New Borrowers	10	20
	Re-registered	0	0
Total:	New Borrowers	391	401
	Re-registered	32	255

Report of the Acting Librarian for February - 1943

Statistical records of Library activity during the past month show increases in registration of new borrowers, circulation of books, and research on reference questions. These are increases not only over February 1942, but also over January 1943. The record is particularly noteworthy when it is remembered that throughout the month the staff was lacking at least one professional assistant.

167 volumes were acquired by purchase during the past month. 65 volumes were rebound of which 64 were books and 1 was a periodical. Maps, pamphlets, periodicals, etc. brought expenditures from the book fund to a total of $617.72.

Expenditures for supplies, equipment, and repairs totaled $360.24.

In the Catalog Department 425 volumes were accessioned of which 285 were adult titles, and 140 were juvenile titles. 347 adult books and 30 juvenile books were cataloged making a total of 377. For this work a total of 877 catalog cards were prepared. 55 juvenile books were withdrawn.

The ten volume Century Dictionary and Cyclopedia long out of print and well-known for definitions in scientific fields was acquired in February through a second hand book dealer.

The inventory of Adult Department books was completed in the past month. A total of 35,191 volumes were counted for both circulating and reference books. Since the Library was opened in 1909 over 100,000 books have been accessioned. The 65,000 so far not reported may be accounted for in the children's books (not yet counted), discards, and accessioned books on the library shelves for which no card record has been made. Of the 35,191 books

counted, several thousand are missing. In some cases these missing volumes have been discarded in years past but the records have not been cleared. The average adult book stock for libraries serving a population similar to the city of Charleston is 70,991. Without considering approximately 130,000 county residents, we do not have even half the books that libraries comparable to ours have.

Since the 8th of February when Miss Fredrickson joined the staff as Head of the Catalog Department, the processes of ordering, accessioning, and cataloging books have been undergoing revision. For the first time in the history of this library the policies and necessarily complicated routines of book cataloging for this library are being written down so that our work may henceforth be consistent and accurate. The book order work and accessioning have been reorganized so that there will be a maximum coordination with catalog work and a minimum delay in acquiring books.

Exhibits in the past month have included displays of water color paintings by the Allied Artists of West Virginia, reproductions of Far Eastern Art, West Virginia Books (Some of which were lent by Judge Ritz) and Persian Art objects lent by Mrs. Warren Stone.

Since the first of February the Adult Department has set up a special collection of books for young adults, primarily senior high school students. Supplying books for this age group is a definite responsibility of the library which previously, as registration statistics show, has not been adequately met.

Respectfully submitted,

Isabel P. Lynch

Acting Librarian

March 5, 1943

Circulation for February 1943 - - All Depts.

AIN LIBRARY

Adult Dept.					
Non-fiction	1943			1942	
Fiction	2687			3223	
YA Collection	3866			4121	
	482			0	
Total		7035			7344
B & G Dept.					
Non-fiction	763			1031	
Fiction	2514			924	
Teacher's Cir.	1284			0	
Total		4561			9299
Total of Main Library			11,596		

OOKMOBILE-EXTENSION

Adutl Dept.					
Non-fiction	345			331	
Fiction	1604			1708	
Total		1949			2039
B & G Dept.					
Non-fiction	328			467	
Fiction	1281			1495	
Total		1609			1962
Teacher Cir.		514			979
Total of Bookmobile			4072		

ARNET BRANCH

Adult Dept.					
Non-fiction	368			447	
Fiction	460			557	
Total		828			1004
B & G Dept.					
Non-fiction	225			216	
Fiction	112			114	
Total		337			330
Total of Garnet Branch			1165		1334

AIN TOTALS

Adult Dept.					
Non-fiction	3400			4001	
Fiction	5930			6386	
B & G Dept.					
Non-fiction	1316			1714	
Fiction	3907			2533	
Total non-fiction		4716			5715
Fiction		9037			9919
YA Collection		482			0
Teacher's Circ. Bookmobile		514			979
Boys & Girls		1284			0
Grand Total			16,833		15,603

Registration for February - 1943

		1943		1943	
Main Library					
Adult:	New Borrowers	226		187	
	Re-registered	23		127	
B & G:	New Borrowers	100		53	
	Re-registered	2		74	
Bookmobile:					
	New Borrowers	73		81	
	Re-registered	0		6	
Garnet Branch	New Borrowers	15		31	
	Re-registered	0		0	
TOTAL	New Borrowers		423		352
	Re-registered		25		207

Report of the Acting Librarian for March 1943

Continued increases shown in the Library's circualtion statistics for the past month are most gratifying. The Adult and the Boys's and Girls' Department show increases in circulation over the preceding month and over March 1942, making an increase of over 4,000 over March 1942.

340 titles or 491 volumes were acquired by purchase during March. 61 periodicals were rebound. Maps, pamphlets, etc. brought expenditures from the book fund to a total of $1,767.79.

In the Catalog Department 442 volumes were accessioned of which 178 were juvenile. 302 new Adult books and 25 new juvenile books were cataloged; 85 adult books were recataloged and 68 juvenile books were recataloged making a total of 480 books cataloged for the month. 1852 catalog cards were added to the catalogs in March of which 823 were Library of Congress cards.

Outstanding acquisitions during the past month include Baker's History of the English Novel in 10 volumes and early reports of the American Historical Association.

Five members of the staff attended a library meeting in Pittsburgh on March 17th and 18th. Since there will be no American Library Association convention this year the delegation sent to Pittsburgh proved a professionaly stimulating substitute.

Miss Lucille Moore, appointed Head of the Extension Department at the last meeting of the Board of Directors, took over her duties on March 8, 1943. Since then the Bookmobile schedule has incorporated an additional stop at Ordnance Park, St. Albans.

Noteworthy exhibits for the past month have been the winning drawings and paintings for the Children's musical pictures contest,

photographs of China and the Chinese, and reproductions of modern Mexican paintings. Special exhibits of model airplanes have been lent to the Boys and Girls' Department by Miss May MacAlister and of Mexican handicrafts lent to the Adult Department by Mr. M. W. Harmon.

Reference work in the Main Library, as shown by records of questions asked, is becoming more and more important. The number of requests for information of all kinds has increased 600% in the past year.

The Library has continued to compile and memeograph booklists on various subjects. This practice seems worthwhile since readers in the Library use and take home the lists and several others have asked to have lists mailed to them.

Respectfully submitted,

Isabel Lynch

Circulation for All Depts. [illegible], 1942

	1941		1942		
MAIN LIBRARY					
Adult:					
Non-fiction	3040		3181		
Fiction	4102		4301		
YA Col.	530		[illegible]		
Total		7732		7482	
B & G					
Non-fiction	874		1253		
Fiction	2340		972		
Teacher's Col.	3803		0		
Total		7017		2225	
TOTAL OF MAIN LIBRARY			14,751		9,707
BOOKMOBILE Extension					
Adult:					
Non-fiction	470		354		
Fiction	1979		1868		
Total		2459		2214	
B & G					
Non-fiction	425		475		
Fiction	1403		1565		
Total		1828		2040	
Teacher's Cir.	583		1440		
TOTAL OF BOOKMOBILE:			4870		5,696
GARNET BRANCH					
Adult					
Non-fiction	409		354		
Fiction	375		520		
Total		784		874	
B & G					
Non-fiction	324		253		
Fiction	118		145		
Total		442		398	
TOTAL OF GARNET BRANCH:			1226		1,257

TOTALS

	1943		1942	
Adult:				
Non-fiction	3929		3889	
Fiction	6516		6683	
Juvenile:				
Non-fiction	1723		[illegible]	
Fiction	4167		2662	
Total:				
Non-fiction		5652		5855
Fiction		10683		9345
YA Collection		530		0
Teacher's Col:				
Bookmobile		583		1440
B & G Dept.		3399		0
GRAND TOTAL:		20,847		16,640

Registration

Main Library			
Adult:	New Borrowers	205	198
	Re-registered	22	101
B & G	New Borrowers	105	56
	Re-registered	8	68
Bookmobile-Extension			
	New Borrowers	102	86
	Re-registered	0	4
Garnet Branch			
	New Borrowers	14	12
	Re-registered	0	0
TOTAL:			
	New Borrowers	426	352
	Re-registered	30	173
		456	525

Report of the Acting Librarian for

April 1943

The total number of books issued for home use during April was 18,131 as compared with 15,328 during April 1942. 408 research reference questions were recorded in the Adult Department during the past month. 428 cards were issued to borrowers.

Expenditures for books amounted to $1,239.57 for 551 adult books and $183.53 for 141 juvenile books. Postage, Maps, periodicals, pamphlets, etc. brought expenditures from the book fund to a total of $2,102.33.

For equipment, printing, supplies, and repairs a total of $244.41 was expended during April.

During April 428 volumes were accessioned of which 406 were adult titles and 22 were juvenile titles.

The Preparations Department cataloged a total of 431 new volumes or 291 titles. Of these 356 volumes or 240 titles were placed in the Adult Deparmtnet and 61 volumes or 51 titles were placed in the Boys' and Girls' Department. 3,128 cards were added to the Library catalogs of which 1,263 were Library of Congress Cards. 282 books were recataloged.

Notable acquisitions in the past month included the Universal Jewish Encyclopedia and a history of French Dramatic literature. published by the Johns Hopkins Press.

Exhibits during April included a display of the process of making stained glass and an exhibit of samples of Blenko glassware.

The garden clubs of Charleston have been particularly generous in the past month in sending to the library a variety of flowers.

The total number of books issued for home use during April was 18,151 as compared with 16,[illegible] during April 1940. [illegible] research reference questions were recorded in the Adult Department during the past month. [illegible] cards were issued to borrowers.

Expenditures for books amounted to $1,[illegible] for 861 adult books and $[illegible].35 for 141 juvenile books. Periodicals, pamphlets, etc. brought expenditures from the book fund to a total of $2,[illegible].35.

For equipment, printing, supplies, and repairs a total of $[illegible] was [illegible].

During April 668 volumes were withdrawn of which [illegible] were adult titles and 32 were juvenile titles.

The Circulation Department circulated a total of 621 new volumes or 291 titles. Of these 381 volumes or 240 titles were placed in the Adult Department and [illegible] volumes or [illegible] titles were placed in the Boys' and Girls' Department. 3,189 copies were added to the library circulation of which 1,[illegible] were Library of Congress [illegible].

Notable acquisitions in the past month included the Universal Jewish Encyclopedia and a history of French Dramatic Literature, published by the Johns Hopkins Press.

Exhibits during April included a display of the crocuses of nearby school gardens and an exhibit of samples of Vienna glassware. [illegible] of Glastonbury have been particularly [illegible]

A one day Institute on War and Post War Issues sponsored by the Kanawha County Public Library, the State Coordinator on War and Post War Issues representing the American Library Association was held in the Municipal Auditorium on April twenty-ninth. In this instance the Library was able to assume a measure of community leadership and also to benefit by both radio and newspaper publicity.

The Head of the Extension Department has made preliminary investigations into the greater use of the Bookmobile by industrial workers. She has interviewed the personnel managers in some of the local plants and has discovered ways in which Bookmobile service may be more effective. Whether the Library is in a position to increase its county service or not depends upon a number of factors.

Respectfully sumbitted,

Isabel Lynch

Circulation for all Depts. April 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2805			2879		
Fiction	3407			3972		
YA Collection	(517)			0		
Non-fiction	275			0		
Fiction	242			0		
Total		6729			6851	
Boys' And Girls'						
Non-fiction	846			960		
Fiction	2504			815		
Teacher's Cir.	1443			0		
Total		4793			1775	
Total of Mian Library			11522			8626
Extension Dept.						
Bookmobile						
Adult Dept.						
Non-fiction	505			336		
Fiction	1836			1793		
Total		2341			2129	
B & G						
Non-fiction	490			523		
Fiction	1491			1729		
Total		1981			2252	
Teachers Cir.	1066			1159		
Total of Extension Dept.			5388			5540
Garnet Branch						
Adult Dept.						
Non-fiction	423			327		
Fiction	437			463		
Total		860			790	
B & G						
Non-fiction	274			253		
Fiction	87			119		
Total		361			372	
Total of Garnet Branch			1221			1162

TOTALS

Adult				
Non-fiction	4008		3542	
Fiction	5922		6228	
Juvenile				
Non-fiction	1610		1736	
Fiction	4082		2663	
Total Non-fiction		5618		5278
Fiction		10004		8891
Teacher's Col. Bookmobile		1066		1159
Boys' and Girls		1443		0
Grand Total		18131		15,328

Registration

		1943		1942	
MAIN LIBRARY					
Adult	New Borrowers	183		181	
	Re-registered	11		70	
B & G	New Borrowers	88		34	
	Re-registered	2		49	
BOOKMOBILE EXTENSION					
	New Borrowers	132		84	
	Re-registered	0		3	
GARNET BRANCH					
	New Borrowers	12			
	Re-reg.			95	
Total	New Borrowers		415		299
	Re-registered		13		217

Report of the Acting Librarian

For

May 1943

The total number of books issued for home use during May was 16,106, as compared with 13,476 during May of 1942. Increases were noted in adult non-fiction and in juvenile fiction and non-fiction. This is the fifth consecutive month that has shown increases in the Library's circulation work.

289 cards were issued to new borrowers as compared with 256 during May of 1942.

221 volumes were acquired by purchase during the month, at a cost of $447.57. 72 volumes were rebound at a cost of $113.76. Total expenditures from the book fund including postage, maps, pamphlets, etc., amounted to $571.59.

For supplies and repairs a total of $46.35 was expended during May.

1,071 volumes, of which 519 were adult volumes and 552 were juvenile volumes, were accessioned in May. This figure compares favorably with the 469 accessioned in May, 1942.

The Preparations Department in the past month cataloged a total of 1,011 volumes as compared with 229 in May, 1942. Of the new titles cataloged during May, 506 were adult titles and 202 were juvenile titles. 303 volumes were recataloged. Records of 69 books worn out or lost were withdrawn.

122 reference questions in the Boys' and Girls' Department and 620 in the Adult Department were recorded during May. This represents an increase of 593 questions over May 1942.

The Extension Department in preparing a summer schedule has publicized its service with flyers, booklists, and posters. For example, the Sharon Store has put a flyer about Bookmobile service in each family's sack of groceries and posters have been put up in Clendenin. A collection of books for Young Adults and a special section of technical books have been established in the Bookmobile to facilitate service to readers.

Story hours in the Boys' and Girls' Department have been discontinued as usual for the summer months.

Respectfully submitted,

Isabel [illegible]

Circulation - May 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2,260			2,701		
Fiction	3,008			3,918		
Total		5,268			6,619	
YA Collection						
Non-fiction	233			-		
Fiction	220			-		
Total		453			-	
Total Adult Dept.			5,721			6,619
B&G DEPT.						
Non-fiction	666			872		
Fiction	2,327			902		
Total		2,993			1,774	
Teacher's Collection						
Non-fiction	379			-		
Fiction	1,746			-		
Total		2,125			-	
Total B&G Dept.			5,118			1,774
TOTAL FOR MAIN LIBRARY			10,839			8,393
EXTENSION DEPT.						
Bookmobile						
Adult books						
Non-fiction	323			205		
Fiction	1,452			1,363		
Total		1,775			1,568	
Juvenile books						
Non-fiction	292			316		
Fiction	1,113			1,058		
Total		1,405			1,374	
Teachers Coll.Adult						
Non-fiction	164			-		
Fiction	80					
Total		244		-	-	
Juvenile						
Non-fcition	233					
Fiction	592					
Total		815				
Total Teachers Collection			1,059		998	
TOTAL FOR EXTENSION DEPT.			4,239			3,940

Circulation - May 1943

	1943-		1942	
GARNET BRANCH				
Adult Dept.				
Non-fiction	346		363	
Fiction	387		448	
Total		733		811
Juvenile Dept.				
Non-fiction	210		242	
Fiction	85		90	
Total		295		332
TOTAL FOR GARNET BRANCH		1,028		1,143
GRAND TOTAL ALL DEPTS.		16,106		13,476

SUMMARY

Adult				
Non-fiction	3,326		3,269	
Fiction	5,147		5,729	
Total		8,473		8,998
Juvenile				
Non-fiction	1,770		1,430	
Fiction	5,863		2,050	
Teacher Coll. 1942			998	
Total		7,633		4,478
GRAND TOTAL		16,106		13,476

Registration - May 1943

	1943		1942	
MAIN LIBRARY				
Adult Dept.				
New borrowers	146		163	
Re-registered	12		71	
Total		158		234
B & G Dept.				
New borrowers	68		28	
Re-registered	4		29	
Total		72		57
Total Mian Library		230		291
EXTENSION DEPT.				
Bookmobile				
New borrowers	65		65	
Re-registered	0		2	
Total		65		67
GARNET BRANCH				
New borrowers	10		0	
Re-registered	6		302	
Total		16		302
TOTAL NEW BORROWERS	289		256	
TOTAL RE-REGISTERED	22		404	

Report of the Acting Librarian

June 1943

Circulation of books and reference work in the past month were marked by increases over June 1942. 114 more borrowers were registered; 606 more books were borrowed; 645 more reference questions were recorded.

200 volumes were acquired by purchase during the month at a cost of $453.13. 156 volumes were rebound at a cost of $130.44 Pamphlets and postage brought expenditures from the book fund to a total of $589.20

Supplies and repairs totaled $80.22

1,071 volumes were accessioned in June. In this number were included the "Rolls Series,","Notes and Queries," and some of the Bibliographical Society publications which have been in the Library since early 1941 and 1942.

The Catalog Department prepared 1,006 volumes for the shelves during June 1943 as compared with 293 volumes in June 1942. Of this number 274 volumes were from the accumulation of books that have been in the Library for years without having been recorded in the Catalogs. If the present rate of cataloging is maintained the Library's book stock will be doubled within five years.

A 7 day loan period for new and popular books was started on June 25th and has met with general approval on the part of readers.

An outstanding exhibit which attracted interest was the collection of Mark Twain's first editions lent by Mr. Arthur Dayton and on display in the Library during the past month.

The work of the Extension Department has been noteworthy in the past month. On June 1st the summer schedule for the Bookmobile became effective with stops at Carbide and Carbon Chemicals Corporation, Reed, and Hope Natural Gas Company being added. Publicity about Bookmobile service has already resulted in an increase in the circulation of books. Two posters in Clendenin, for example, brought an immediate increase in readers and books issued.

Respectfully submitted,

Isabel Lynch

Circulation -June 1943

	1943				1942			
MAIN LIBRARY								
Adult Dept.								
Non-fiction	2058				2526			
Fiction	3426				4658			
Total		5484				7184		
YA Collection								
Non-fiction	273				-			
Fiction	274				-			
Total		547						
Total Adult Dept.			6031					7184
B & G DEPT.								
Non-fiction	665				831			
Fiction	2502				952			
Total		3167				1783		
Teacher's Collection								
Non-fiction	-				-			
Fiction	524				-			
Total		524				-		
Total B & G Dept.			3691			1783		
TOTAL FOR MAIN LIBRARY				9722				8967
EXTENSION DEPT.								
Bookmobile								
Adult Books								
Non-fiction	296				196			
Fiction	1393				1472			
Total		1689				1668		
Juvenile books								
Non-fiction	236				222			
Fiction	995				955			
Total		1231				1177		
Teacher's Coll.								
Adult								
Non-fiction	-				-			
Fiction	-				-			
Total		-				-		
Juvenile								
Non-fiction	-				-			
Fiction	-				-			
Total		-				-		
Total Teacher's Collection			-					
TOTAL FOR EXTENSION DEPT.				2920				2845

Circulation - June 1943

GARNET BRANCH

Adult Dept.						
Non-fiction	193			203		
Fiction	307			533		
Total		500			736	
Juvenile Dept.						
Non-fiction	188			164		
Fiction	91			103		
Total		279			267	
Total Garnet Branch			779			1003
GRAND TOTAL ALL DEPTS.				13,421		12,815

SUMMARY

Adult				
Non-fiction	2820		2925	
Fiction	5400		6663	
Total		8220		9588
Juvenile				
Non-fiction	1098		1217	
Fiction	4112		2010	
		5201		3227

Registration - June 1943

	1943		1942		
MAIN LIBRARY					
Adult Dept.					
New borrowers	239		217		
Re-registered	6		63		
Total		245		280	
B & G Dept.					
New borrowers	105		41		
Re-registered	3		40		
Total		108		81	
Total Main Library					
EXTENSION DEPT.					
Bookmobile					
New borrowers	117		99		
Re-registered	2		1		
Total		119		100	
GARNET BRANCH					
New borrowers	10		-		
Re-registered	4		772		
Total		14		772	
TOTAL NEW BORROWERS		471			357
TOTAL RE-REGISTERED		15			876

Report of the Acting Librarian

July 1943

The total number of books lent for home use during July 1943 was 14,299, as compared with 13,715 in July 1942. Increases in use of books are also to be noted over the preceding month of June. 324 cards were made for new borrowers.

268 volumes were acquired by purchase during the month at a cost of $947.39. 217 adult books and 28 juvenile books were rebound at a cost of $267.99. Postage, periodicals, etc. brought expenditures from the book fund to a total of $1,226.97.

For equipment, supplies and repairs a total of $179.13 was expended in July.

During July 1,102 volumes were accessioned, of which 1013 were adult titles and 89 were juvenile titles.

Notable acquisitions in the past month include Beilstein's Hand Book of Organic Chemistry and the Martindale-Hubbell Law Directory.

The Catalog Department prepared a total of 773 volumes of which 171 were titles from our stock of older uncataloged material.

The new head of the Boys and Girls, Miss Dorothy Dickinson, joined the staff on July 7. A study of the juvenile borrowers has been made whereby we know which schools have the most or least library users. This background work will enable us to plan an efficient program of co-operation with the city schools.

The bulk [illegible] books left for home [illegible] during July [illegible]
was [illegible], as [illegible] VI in July [illegible]. However, in [illegible]
of [illegible] role over the preceding months of [illegible].

[illegible]

[illegible] of a coat or [illegible], [illegible], periodicals, etc.
equipment from the book [illegible] to a [illegible] of [illegible].

The equipment, supplies and repairs a total of [illegible] was
[illegible] in July.

During July [illegible] volumes were "[illegible]", of which [illegible] were
[illegible].

Notable additions in the past month include a [illegible]
[illegible] of Uganda Customs [illegible] and [illegible].

The Cataloging department prepared a total of [illegible] volumes of which
[illegible] were titles [illegible] were [illegible].

[illegible]

[illegible] the [illegible] or [illegible]
[illegible]. The [illegible] will [illegible] on [illegible]
[illegible] programme or co-operation with the [illegible].

Miss Helen Bartlett joined the staff July 12 to replace Miss Baumeister. Miss Bartlett's previous experience has especially fitted her for reference and research work. Emphasis has been placed on the reference books in the Adult Department with a view to having them in good shape for the coming year.

Respectfully submitted,

Isabel Lynch

IL:tm

CIRCULATION FOR ALL DEPARTMENTS
July 1943

	1943			1942		
MAIN LIBRARY						
Adult Department						
Non-fiction	2,264			2,753		
Fiction	4,138			5,068		
Total		6,402			7,821	
YA Collection						
Non-fiction	243			-		
Fiction	278			-		
Total		521			-	
Total Adult Department			6,923			7,821
Boys' & Girls' Department						
Non-fiction	573			428		
Fiction	2,222			1,225		
Total		2,795			1,653	
Teachers' Collection		0			0	
Total B. & G. Department			2,795			1,653
Total of Main Library			9,718			9,474
EXTENSION DEPARTMENT						
Bookmobile						
Adult books:						
Non-fiction	449			191		
Fiction	1,692			1,888		
Total		2,141			2,079	
B. & G.:						
Non-fiction	304			207		
Fiction	1,283			911		
Total		1,587			1,118	
Teachers' Cir.		0			0	
Total of Extension Department			3,728			3,197
GARNET BRANCH						
Adult Dept.						
Non-fiction	166			202		
Fiction	473			597		
Total		639			799	

Circulation - July 1943

	1943		1942	
GARNET BRANCH (Cont.)				
B. & G.:				
Non-fiction	86		144	
Fiction	128		101	
Total		214		245
Total of Garnet Branch		853		1,044

TOTALS - COMPLETE

		1943		1942	
ADULT:	Non-fiction	3,122		3,146	
	Fiction	6,581		7,553	
	Total		9,703		10,699
JUVENILE:	Non-fiction	963		779	
	Fiction	3,633		2,237	
	Total		4,596		3,016
	Total Non-fiction		4,085		3,925
	" Fiction		10,214		9,790
	Total Teachers' Co. Bkm.		0		0
	" B. & G. Dept.		0		0
	GRAND TOTAL:		14,299		13,715

REGISTRATION

MAIN LIBRARY					
Adult:	New B.	183		272	
	Re-reg.	29		48	
B. & G.	New B.	59		50	
	Re-Reg.	67		22	
Bookmobile	New B.	78		81	
	Re-reg	0		2	
Garnet Branch	New B.	4		5	
	Re-Reg.	2		0	
	Total New B.		324		408
	Re-reg.		98		72

REPORT OF THE ACTING LIBRARIAN

AUGUST - SEPTEMBER 1943

The past two months have shown continued development of library service in Charleston and Kanawha County. In August total circulation of books showed an increase of almost 1,000 over August 1942. September circulation surpassed September 1942 by 2,005 books. In the two-month period a total of 648 new borrowers were registered.

949 books were acquired by purchase during August at a cost of $1,797.61. 359 books were acquired in September at a cost of $1,014.65. 106 juvenile books were rebound at a cost of $96.45 in September. Postage, periodicals, etc. brought the total two-month expenditures from the book fund to $2,953.66

For equipment, supplies and repairs a total of $125.07 was expended in August and $136.79 in September.

465 books were accessioned in August. 705 books were accessioned in September.

Notable acquisitions in the past two months have included missing volumes of periodicals currently received in the Library. Such titles as "Chemical and Metallurgical Engineering," "Chemical Abstracts" and "Engineering and Mining Journal" which were discontinued during the 1930's are now being made complete.

835 volumes were cataloged in August and 971 in September. 910 volumes of the older uncataloged material have been cataloged and placed upon the shelves to date. 238 juvenile titles were withdrawn in August. 365 adult titles and 163 juvenile titles were withdrawn in September.

The Boys and Girls Department in the past two months has completed its reorganization of registration records and begun an inventory of book stock.

The Extension Department, in spite of a two-week suspension of service while the Bookmobile was being painted, shows increases in use. In September a new schedule for the fall months became effective. The new schedule added 6 new stops. The Bookmobile now makes 40 stops as compared to 29 as of last year.

The Adult Department's emphasis on reference service continues to show encouraging results. 370 Reference questions in August and 542 in September were received - a total of 912 as compared to 235 in August and September of 1942. In September the Return and Charging Desks were combined, a change which, except in busy hours, enables one person instead of two to handle all the clerical routines of registering borrowers and receiving and issuing books. In the Circulation Room where the Charging Desk used to be, an information and reference desk has been placed. The information is now staffed full-time by professional assistants whose service is not interrupted by clerical work. A telephone extension installed at the information desk has made it possible for all telephone inquiries for reference service to be handled by the professionally trained assistant.

The greatly increased number of cataloged books added to the Adult Department shelves in the last 5 or 6 months has resulted crowding of the open shelves. In order to provide more space, the entire adult fiction stock has been examined. All works

of fiction which have not been borrowed in the last few years have been retired to the Board Room shelves. Records of the books shelved in the Board Room are kept at the information desk so that the books are still easily available for circulation.

Special mention should be made of the four department heads now on the Library Staff. Each one of them has a truly professional attitude toward her work and the general development of this Library. In both time and thought they generally go beyond what is required of them. They work well together since they are imaginative enough to realize that the problems of a particular department are subordinate to the problems of the Library as a whole.

In the past month the vines have been cut back and trimmed on the library building. Ivy is to be planted which will eventually replace the present assortment of vines now growing.

Respectfully submitted,

Isabel Lynch

IPL:tm

CIRCULATION - AUGUST 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2119			2744		
Fiction	4068			5355		
Total		6187			8099	
YA Collection						
Non-fiction	229			0		
Fiction	238			0		
Total		467			0	
Total Adult Dept.		6654			8099	
Boys' & Girls' Dept.						
Non-fiction	512			469		
Fiction	2419			1353		
Total		2931			1822	
Teachers' Collection	0					
Total B. & G. Dept.		2931			1822	
TOTAL MAIN LIBRARY			9585			9921
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	413			220		
Fiction	1719			1367		
Total		2132			1587	
B & G						
Non-fiction	268			170		
Fiction	1127			692		
Total		1395			862	
Teachers' Circulation		0			0	
Total of Extension Dept.			3527			2449
GARNET BRANCH						
Adult Non-Fiction	268			200		
Fiction	434			590		
Total		702			790	
B & G Non-Fiction	212			190		
Fiction	141			98		
Total		353			288	
Total Garnet Branch			1055			1078
GRAND TOTAL ALL DEPARTMENTS			14,167			13,448

Circulation - August 1943

SUMMARY

	1943		1942	
Adult Dept.				
Non-fiction	3029		3134	
Fiction	6459		7312	
Total		9488		10476
Juvenile				
Non-Fiction	992		829	
Fiction	3687		2143	
Total		4679		2972
Total Non-fiction		4021		3993
Total Fiction		10146		9455
Teachers' Col's-Bookmobile		0		0
B. & G. Dept.		0		0
GRAND TOTAL		14167		13448

REGISTRATION

MAIN LIBRARY

Adult-New B.	53		209	
Re-reg.	174		68	
B. & G. New B.	73		53	
Re-reg.	5		8	
Bookmobile				
New B.	41		60	
Ew-reg	0		0	
Garnet Br.				
New B.	8		5	
Re-reg	7		0	
TOTAL: New B.		175		327
Re-reg.		186		76

CIRCULATION - SEPTEMBER 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2331			2702		
Fiction	3696			4464		
Total		6027			7166	
YA Collection						
Non-fiction	191			0		
Fiction	176			0		
Total		367			0	
Total Adult Dept.			6394			7166
Boys & Girls Dept.						
Non-fiction	599			240		
Fiction	2011			669		
Total		2610			909	
Teachers' Collection	0			0		
Total B. & G. Dept.		~~2610~~ 2610			~~909~~ 909	
TOTAL MAIN LIBRARY			9004			8075
EXTENSION DEPT. (Bookmobile)						
Adult: Non-Fiction	453			182		
Fiction	1580			1282		
Total		2033			1464	
B & G: Non-fiction	292			150		
Fiction	1207			666		
Total		1499			816	
Teachers' Circulation		0			0	
Total of Extension Department			3532			2280
GARNET BRANCH						
Adult: Non-fiction	366			366		
Fiction	464			552		
Total		830			918	
B & G: Non-fiction	253			246		
Fiction	95			90		
Total	~~348~~	348			336	
Total of Garnet Branch			1178			1254

Circulation - September 1943

SUMMARY

	1943			1942		
Adult Dept.						
Non-fiction	3341			3250		
fiction	5916			6298		
Total		9257			9548	
Juvenile						
Non-fiction	1144			636		
Fiction	3313			1425		
Total		4457			2061	
Total Non-fiction			4485			3886
Total Fiction			9229			7723
Teacher's Collection - Extension Department	0			0		
B & G Dept	0			0		
GRAND TOTAL:			13,714			11,609

REGISTRATION

MAIN LIBRARY					
Adult Dept.	New B.	195		271	
	Re-reg.	55		41	
B & G Dept.	New B.	55		42	
	Re-reg.	3		0	
Extension Dept.	New B.	219		33	
	Re-reg	6		1	
GARNET BRANCH	New B.	4		29	
	Re-reg	6		0	
TOTAL:	New B.		473		375
	Re-reg		70		42

REPORT OF THE ACTING LIBRARIAN

For

OCTOBER 1943

Circulation of books in the past month shows an increase of 3,288 over October 1942. 324 more borrowers were given cards in October 1943 than in October 1942. 517 research reference questions and 416 quick reference questions, a total of 933, were recorded in last month as compared with a total of 235 in the same month a year ago.

416 books were acquired by purchase during September at a cost of $842.31. Of these 50 were juvenile titles, for which a sum of $81.34 was expended. 134 adult books were rebound at a total cost of $115.91. Postage, periodicals, etc. brought the total expenditure from the book fund to $966.40.

For equipment, supplies and repairs, a total of $558.06 was expended in October. In this amount are included tables and book shelves built for the Adult Department.

609 books were accessioned in October. Notable acquisitions in the past month include Rand McNally's Banker's Directory and Poor's Register of Directors and Executives of the United States and Canada.

910 volumes were cataloged in October. 3,384 catalog cards for books added to the collection were filed in the catalogs. This number exceeds all previous monthly totals.

In the past month the Head of the Boys' and Girls' Department has made visits to the school classes in Mercer and the Catholic Schools. The value of publicizing the children's room has already been demonstrated by the greatly increased use of juvenile books.

The Adult Department's work on books in the educational and psychological fields shows encouraging results. The Library's holdings in these fields may be said to be standard and up-to-date. The Head of the Adult Department arranged a display of recent educational books at the State Education Association meetings in the Exhibit Hall. The books displayed were examined by 125 persons attending the conference and booklets were distributed.

Special exhibits arranged in the Library for the State Education Meetings included a display of Children's Art lent by the Mason School of Arts and a display of Psychological Testing Equipment lent by Drs. Ralph and Frieda Merry.

Respectfully submitted,

Isabel Lynch

CIRCULATION - OCTOBER 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2,513			2,934		
Fiction	3,917			4,380		
Total		6,430			7,314	
YA Collection						
Non-fiction	206			-		
Fiction	201			-		
Total		407			-	+
Total Adult Dept			6,837			7,314
B&G DEPT.						
Non-fiction	826			527		
Fiction	2,861			1,152		
Total		3,687			1,679	
Total B&G Dept.			3,687			1,679
TOTAL FOR MAIN LIBRARY			10,524			8,993
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	490			202		
Fiction	1,653			1,330		
Total		2,143			1,532	
Juvenile Books						
Non-fiction	436			261		
Fiction	1,553			866		
Total		1,989			1,127	
Teacher's Collection - Adult						
Non-fiction	434			-		
Fiction	66			-		
Total		500			-	
Juvenile						
Non-fiction	57			-		
Fiction	253			-		
Total		310			-	
Total Teachers Collection			810		344	
TOTAL FOR EXTENSION DEPT			4,942			3,003

Circulation - October 1943

	1943			1942		
GARNET BRANCH						
Adult Dept.						
Non-fiction	449			417		
Fiction	442			513		
Total		891			930	
Juvenile Dept						
Non-fiction	349			321		
Fiction	152			123		
Total		501			444	
TOTAL FOR GARNET BRANCH			1,392			1,374
GRAND TOTAL ALL DEPARTMENTS			16,858			13,370

SUMMARY

Adult						
Non-fiction	4,092			3,553		
Fiction	6,279			6,223		
Total		10,371			9,776	
Juvenile						
Non-fiction	1,668			1,109		
Fiction	4,819			2,141		
Total		6,487			3,250	
			16,858			13,026
TOTAL [illegible]						
Non-fiction	5,760			4,662		
Fiction	11,098			8,364		
Teachers' Col. Extension				344		
GRAND TOTAL:	16,858			13,370		

Registration - October 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept						
New borrowers	242			266		
Re-registered	50			40		
Total		292			306	
B & G Dept.						
New borrowers	129			59		
Re-registered	4			3		
Total		133			62	
Total Main Library			425			368
EXTENSION DEPT.						
Bookmobile						
New borrowers	389			146		
Re-registered	24			1		
Total		413			147	
GARNET BRANCH						
New borrowers	17			23		
Re-registered	7			0		
Total		24			23	
TOTAL NEW BORROWERS	777			494		
TOTAL RE-REGISTERED	85			44		

REPORT OF THE ACTING LIBRARIAN

For

~~DECEMBER~~ November 1943

In November 1943 20,790 books were issued for home use as compared with 13,368 in November 1942, an increase of 7,422. 800 borrowers were registered, a total which represents an increase of 365 over November 1942. The entire Staff is to be commended for its ability to maintain usual services under the exacting conditions caused by these unexpectedly large increases.

244 books were purchased in the past month at a cost of $546.63. Postage, periodicals, pamphlets, etc. brought the total expenditures from the book fund to $660.56 for the month of November.

A total of $394.66 for equipment, supplies and repairs was expended in the past month.

612 books were accessioned in November. The first purchase from the Bradford Memorial Fund of Brinkley's "History of the Settlement and Indian Wars of Tazewell County," published in 1852, was made in November. The book covers part of the present McDowell County.

788 volumes were cataloged in November. A total of 468 worn-out volumes were withdrawn.

943 reference queries were handled in the Adult Department in the past month. The addition of new shelving in the reference room, necessary because of increased book stock,

has made easier the use of reference tools. A collection of books on flower arrangement exhibited at a November Garden Club Council meeting proved once more the value of publicizing the Library's services.

Elementary School classes have continued to be visited by or to visit the Boys' and Girls' Department, a practice which greatly increases the use of children's tools. Book Week in the Boys' and Girls' Department was celebrated by appropriate exhibits, displays of new children's books, and story hours.

Isabel Lynch

CIRCULATION - NOVEMBER 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2,742			2,865		
Fiction	3,855			4,177		
Total		6,597			7,042	
YA Collection						
Non-fiction	216			0		
Fiction	177			0		
Total		493			0	
Total Adult Dept.			7,090			7,042
B & G DEPT.						
Non-fiction	1,038			596		
Fiction	4,016			1,748		
Total		5,054			2,344	
Teacher's Collection						
Non-fiction	208			0		
Fiction	175			0		
Total		383			0	
Total B & G Dept.			5,437			2,344
TOTAL FOR MAIN LIBRARY			12,527			9,386
EXTENSION DEPT.						
kmobile						
Adult Books						
Non-fiction	624			194		
Fiction	2,159			1,243		
Total		2,783			1,437	
Juvenile books						
Non-fiction	649			239		
Fiction	2,092			920		
Total		2,741			1,159	
Teachers Coll. Adult						
Non-fiction	528					
Fiction	92					
Total		620				
Juvenile						
Non-fiction	125					
Fiction	539					
Total		664				
Total Teachers Collection			1,284			201
TOTAL FOR EXTENSION DEPT.			6,808			2,797

CIRCULATION - NOVEMBER 1943

	1943			1942		
GARNET BRANCH						
Adult Dept.						
Non-fiction	452			343		
Fiction	498			463		
Total		950			806	
Juvenile Dept.						
Non-fiction	337			264		
Fiction	168			115		
Total		505			379	
TOTAL FOR GARNET BRANCH			1,455			1,185
GRAND TOTAL ALL DEPARTMENTS			20,790			13,368

SUMMARY

Adult						
Non-fiction	4,562			3,402		
Fiction	6,781			5,883		
Total		11,343			9,285	
Juvenile						
Non-fiction	2,357			1,099		
Fiction	6,990			2,783		
Total		9,347			3,882	
Teacher Coll. 1942					201	
GRAND TOTAL			20,790			13,368

REGISTRATION - NOVEMBER 1943

	1943		1942		
MAIN LIBRARY					
Adult Dept.					
New borrowers	223		218		
Re-registered	52		29		
Total		275		247	
B & G Dept.					
New borrowers	206		97		
Re-registered	7		8		
Total		213		105	
Total Main Library		488			352
EXTENSION DEPT.					
Bookmobile					
New borrowers		286		71	
Re-registered		6		0	
Total		292			71
GARNET BRANCH					
New borrowers		18		12	
Re-registered		2		0	
Total		20			12
GRAND TOTAL:					
New borrowers		733		398	
Re-registered		67		37	
Total		800			435

REPORT FOR DECEMBER 1943

In the past month the prevalent influenza and measles affected library activity in all departments. However, increases in circulation, registration, etc. are to be noted in comparison with December 1942. 17,942 books were issued for home use last month as compared with 11,606 in 1942, an increase of 6,336. 353 new borrowers were registered in December, representing an increase of 23 over the same month a year ago. 633 reference questions were handled in the past month, an increase of 274 over December 1942.

773 books were purchased in the past month at a cost of $1445.90. 117 magazines were bound at a cost of $254.00. 331 books were rebound at a cost of $306.04. Magazine renewals for approximately 50% of the Library's subscription list totaled $589.14. Postage, pamphlets, etc. brought the total expenditures from the book fund to $2,315.27 for the month of December 1943.

$45.40 for supplies, equipment and repair was expended in the past month.

662 volumes were accessioned in December. Among the noteworthy books received was Gregory's Union List of Serials, an invaluable reference tool which locates files of magazines and serials in the larger libraries of the country.

A total of 797 volumes were prepared for the shelves by the Catalog Department. 37 worn out juvenile books were withdrawn. The inventory, but not the count, of children's books has been completed. A total of 548 volumes are missing. Records for these missing books have been withdrawn. It is not likely that all of

these books have been lost or stolen. It is quite probable that the cards for many of them remained in the files through faulty discard procedures.

Several exhibits were lent to the library for display in December. Among those which attracted attention were a collection of foreign dolls lent by Mrs. John Nichol, Daumier Lithographs, lent by the American Federation of Art, and reproductions of well-known paintings lent by the Metropolitan Museum of Art.

New sections have been added to the card catalog in the Adult Department. While the appearance of the Reading Room has not necessarily been improved thereby, consultation of the catalog by readers has been made easier.

Respectfully submitted,

Isabel Lynch

CIRCULATION - DECEMBER 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	1960			2383		
Fiction	3029			3308		
Total		4989			5691	
YA Collection						
Non-fiction	169			0		
Fiction	177			0		
Total		346			0	
Total Adult Dept.			5335			5691
B & G DEPT.						
Non-fiction	697			550		
Fiction	2811			1773		
Total		3508			1323	
Teacher's Collection						
Non-fiction	244			-		
Fiction	1521			-		
Total		1765			72	
Total B & G Dept.			5273			2395
TOTAL FOR MAIN LIBRARY			10,608			8086
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	532			189		
Fiction	1865			1022		
Total		2397			1211	
Juvenile Books						
Non-fiction	499			174		
Fiction	1847			851		
Total		2346			1025	
Teachers Coll. Adult						
Non-fiction	132			-		
Fiction	15			-		
Total		147			-	
Juvenile						
Non-fiction	123			-		
Fiction	858			-		
Total		981			-	
Total Teachers Collection			1128		-	177
TOTAL FOR EXTENSION DEPT.			5871			2413

Circulation - December 1943

	1943			1942		
GARNET BRANCH						
Adult Dept.						
Non-fiction	444			363		
Fiction	520			432		
Total		964			795	
Juvenile Dept.						
Non-fiction	325			222		
Fiction	174			90		
Total		499			312	
TOTAL FOR GARNET BRANCH			1463			1107
GRAND TOTAL ALL DEPARTMENTS			17,942			11,606

SUMMARY

Adult						
Non-fiction	3247			2935		
Fiction	5605			4762		
Total		8852			7,697	
Juvenile						
Non-fiction	1879			946		
Fiction	7211			2714		
Total		9090			3,660	
Teacher Coll. 1942				249		
Total					249	
GRAND TOTAL			17,942			11,606

REGISTRATION - DECEMBER 1943

	1943			1942		
MAIN LIBRARY						
Adult Dept.						
New borrowers	121			176		
Re-registered	63			21		
Total		184			197	
B & G Dept.						
New borrowers	39			85		
Re-registered	0			4		
Total		39			89	
Total Main Library			223			286
EXTENSION DEPT. BOOKMOBILE						
New borrowers	192			59		
Re-registered	12			0		
Total			204			59
GARNET BRANCH						
New borrowers	21			10		
Re-registered	3			0		
Total		24				10
GRAND TOTAL						
New borrowers	353			330		
Re-registered	78			25		
Total		451	451			355

REPORT OF THE ACTING LIBRARIAN FOR

JANUARY 1944

The total circulation of books for the past month was 19,301, an increase of 3,926 over January 1943. Increases in Adult fiction and juvenile literature more than offset a slight decline in adult non-fiction. 580 borrowers' cards were issued. 1027 reference questions were handled in the past month, an increase of 415 over January 1943. These increases are especially gratifying since in the past month the staff was lacking two professional assistants.

The first two meetings of the series of book reviews and informal talks were held in the Browsing Room January 14th and 28th. The two speakers, Mrs. Herscher and Miss Clark, initiated the series. This new library service attracted good attendance and approval on the part of readers.

Miss Wilma Brown, new Head of the Boys' and Girls' Department, reported for work January 24th. Miss Brown has already inaugurated some new procedures, such as "self-charging" of books, which have proved successful with the Library's young readers.

The first traveling library of 95 books was sent on January 24th to Jefferson Park. The Jefferson Park Garden Club is sponsoring the project. Mrs. Stewart, who has charge of the collection, reports that the residents of the community are well pleased with the service.

Exhibits in the Library have included a collection of fans lent by Dr. Alpha Owens, of the Morris Harvey Faculty; photographs

of Mexican life, lent by the American Federation of Art; and still life pictures painted in oil by juvenile students of Mrs. Rose Sell.

Gifts of books were received in the past month from Dr. Roy Bird Cook and Mr. and Mrs. Ernest M. Merrill.

407 volumes were acquired by purchase during the months at a cost of $774.45. 31 volumes of periodicals were rebound at a cost of $70.35. Total expenditures for books, binding, subscriptions, pamphlets, etc. amounted to $874.24. Outstanding titles acquired include MacQuown's Coal Directory and Buyer's Guide and The Library of Congress Subject Headings.

For supplies, equipment and maintenance, a total of $336.75 was expended.

605 volumes were accessioned in the past month. A number of these included many volumes of the accumulated gift stock still in the Library. Only about 500 volumes of old material remain uncataloged.

The Catalog Department prepared 1,029 volumes for the shelves in January. Of this number 598 were new adult titles, 226 were juvenile titles, and 205 volumes were re-cataloged.

Respectfully submitted

Isabel Lynch

CIRCULATION - JANUARY 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2605			3342		
Fiction	4063			4459		
Total		6668			7801	
YA Collection						
Non-fiction	207			0		
Fiction	242			0		
Total		449			0	
Total Adult Dept			7117			7801
B & G DEPT.						
Non-fiction	739			694		
Fiction	3070			2276		
Total		3809			2970	
Teacher's Collection						
Non-fiction	42					
Fiction	308					
Total		350			247	
Total B & G Dept.			4159			3217
TOTAL FOR MAIN LIBRARY			11,276			11,018
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	610			278		
Fiction	2117			1283		
Total		2727			1561	
Juvenile Books						
Non-fiction	609			294		
Fiction	2199			1084		
Total		2808			1378	
Teachers Coll. Adult						
Non-fiction	90					
Fiction	21					
Total		111				
Juvenile						
Non-fiction	99					
Fiction	812					
Total		911				
Total Teachers Collection			1022			142
TOTAL FOR EXTENSION DEPT.			6557			3081

Circulation - January 1944

	1944			1943		
GARNET BRANCH						
Adult Dept.						
Non-fiction	494			410		
Fiction	507			537		
Total		1001			947	
Juvenile Dept.						
Non-fiction	324			224		
Fiction	143			105		
Total		467			329	
Total for Garnet Branch			1468			1276
GRAND TOTAL ALL DEPARTMENTS			19,301			15,375

SUMMARY

Adult						
Non-fiction	4006			4030		
Fiction	6950			1279		
		10,956			10,309	
Juvenile						
Non-fiction	1813			1212		
Fiction	6532			3465	4,677	
Total		8,345				
Teacher Coll. 1943 Total					389	
GRAND TOTAL			19,301			15,375

Increase - 3,926

REGISTRATION - January 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
New borrowers	216			248		
Re-registered	101			27		
Total		317			275	
B & G Dept.						
New borrowers	53			86		
Re-registered	0			5	91	
Total		53				
Total Main Library			370			366
EXTENSION DEPT.						
Bookmobile						
New borrowers	177			47		
Re-registered	8			0		
Total			185			47
GARNET BRANCH						
New borrowers	19			10		
Re-registered	6			0		
Total			25			10
GRAND TOTAL						
NEW BORROWERS	465			391		
RE-REGISTERED	115			32		
TOTAL			580			423

REPORT OF THE ACTING LIBRARIAN FOR

FEBRUARY 1944

In the February just past, the shortest month of the year, the Library surpassed all previous monthly totals in circulation, with 21,299 books issued for home use. This is an increase of 4,466 over February 1943. All departments participated in this expansion of library use. 599 borrowers were registered for cards last month as compared with 448 in the same month of 1943. 1,220 reference queries were handled this past month, an increase of 655 over February 1943. Another measure of the Library's greater popularity and recognition may have been indicated in the past month when, in response to the Library's classified advertisement for a clerical assistant, 75 people were interested in joining the staff.

Another deposit collection of 100 books was sent to Mammoth Grade School on February twenty-ninth. The books for Mammoth will be used by adults as well as children. Additional requests for books have been received from Davis Creek, Country Club Gardens, and Ordnance Park.

Mr. Stuart Armstrong spoke on the works of Willa Cather in the Browsing Room on February eleventh. The talk scheduled for February twenty-fifth was cancelled because of a last minute change in the speaker's plans. Attendance at the Friday afternoon series begun in January has averaged forty to fifty people.

The Acting Librarian spoke briefly on the Library's services to members of the Newcomer's Club at their meeting on February twenty-second. Miss White of the Adult Department spoke to members of the Fine Arts Department of the Woman's Club on February fifteenth.

Mrs. George S. Laidley was the principal donor of books to the Library in the past month. Mrs. Laidley contributed about 400 books, a number of which were titles of local interest.

Outside exhibits in the Library have included reproductions of Russian paintings lent by the Metropolitan Museum of Art, reproductions of masterpieces of Venetian drawings lent by the American Federation of Art, and a collection of rings lent by Miss Winifred Newman.

With the help of local clergymen, Lenten reading lists have been compiled by the Adult Department. The lists, one for Protestants and one for Catholics, have been printed and are being distributed to churches as well as to readers who come in to the Library.

In the past twelve-month period 10,045 books have been cataloged by the Catalog Department. A majority of these books have been added to the Adult Department. These unprecedented additions ~~additions~~ to the book stock have resulted in serious shelving problems, particularly in the Adult Department. A study, therefore, has been made of the reading room or circulation side of the Main Floor, with the purpose of adding more book stacks. By utilizing every available foot of floor space without loosing the minimum necessary ~~for~~ table and passage areas, approximately 600 feet of shelving can be added. This additional shelving will take care of about 3,000 more volumes. At the present rate of growth, an added 600 feet of shelving will ease the problem of book capacity for a little over a half year.

505 volumes were acquired by purchase during the past month at a cost of $1,056.65. 216 volumes were rebound at a cost of $193.79

Total expenditures from the book fund, including books, binding, subscriptions, pamphlets, etc. amounted to $1,256.14. 19 titles pertaining to the history and development of West Virginia were purchased from the Bradford Fund at a cost of $64.98.

Expenditures for equipment, supplies, maintenance, etc. totaled $387.74 for February 1944.

577 volumes were accessioned in the past month. The Catalog Department prepared 732 books, of which 581 were adult and 151 were juvenile titles. 484 books were withdrawn, and of these 105 were worn out and discarded. 379 of the withdrawn books were either lost in circulation (318) or lost and paid for (61). These withdrawal figures cover a three month or longer period.

Respectfully submitted,

Isobel Lynch

CIRCULATION - FEBRUARY 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2727			2687		
Fiction	3948			3866		
Total		6675			6553	
YA Collection						
Non-fiction	204					
Fiction	252					
Total		456			482	
Total Adult Dept			7,131			7,035
B & G DEPT.						
Non-fiction	795			763		
Fiction	3293			2514		
Total		4088			3277	
Teacher's Collection						
Non-fiction	74					
Fiction	895					
Total		969			1284	
Total B & G Dept.			5,057			4,561
TOTAL FOR MAIN LIBRARY			12,188			11,596
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	753			345		
Fiction	2246			1604		
Total		2999			1949	
Juvenile Books						
Non-fiction	666			328		
Fiction	2339			1281		
Total		3005			2609	
Teachers Coll. Adult						
Non-fiction	203					
Fiction	43					
Total		246				
Juvenile						
Non-fiction	145					
Fiction	1175					
Total		1320				
Total Teachers Collection			1,566			514
TOTAL FOR EXTENSION DEPT.			7,570			5,072

Circulation - FEBRUARY 1944

	1944			1943		
GARNET BRANCH						
Adult Dept.						
Non-fiction	534			368		
Fiction	519			460		
Total		1053			828	
Juvenile Dept.						
Non-fiction	297			225		
Fiction	191			112		
Total		488			337	
Total for Garnet Branch			1,541			1,165
GRAND TOTAL ALL DEPARTMENTS			21,299			16,833

SUMMARY

Adult						
Non-fiction	4401			3400		
Fiction	7028			5930		
		11,429			9330	
Juvenile						
Non-fiction	1977			1316		
Fiction	7893			3907		
Total		9,870			4223	
YA & Teacher Coll. 1943						
Total					2280	
GRAND TOTAL			21,299			16,833

REGISTRATION - FEBRUARY 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
New borrowers	199			226		
Re-registered	100			23		
Total		299			249	
B & G Dept.						
New borrowers	80			109		
Re-registered	3			2		
Total		83			111	
Total Main Library			382			360
EXTENSION DEPT.						
Bookmobile						
New borrowers	179			73		
Re-registered	7			0		
Total			186			73
GARNET BRANCH						
New borrowers	25					
Re-registered	6					
Total			31			15
GRAND TOTAL						
NEW BORROWERS	483			423		
RE-REGISTERED	116			25		
TOTAL			599			448

REPORT OF THE ACTING LIBRARIAN FOR

MARCH 1944

Circulation of books in March again surpassed all previous monthly totals with 26,553 volumes lent for home use, an increase of 5,706 over March 1943. All departments except the Adult Department, which had a decrease of 120, showed increases. Miss Kennedy, of the Adult Department, was transferred to Bookmobile work. This personnel change was necessary because of increased county work, but has probably weakened to a slight extent the effectiveness of service to adults in the Main Library. In the overall picture of circulation statistics juvenile literature shows the greater increase with a gain of 4,623 as compared to a gain of 1,083 for adult literature. In all probability the notable circulation increases in juvenile literature which have been sustained for over a year are the result of an increased budget for children's books and provision of "Teacher's collections" to elementary schools. Teacher's collections which represent relatively little staff time are responsible for 6,216 volumes of the March circulation figure.

Both registration of borrowers and reference showed gains in the past month with registration increased by 197 borrower's cards issued and reference work increased by 825 questions handled.

Miss Agnes Houston, who spoke on the Sculpture of Carl Milles, and Dr. Roy Bird Cook, who talked of local historical events, were the two contributors to the Library's semi-monthly program of Browsing Room meetings this past month.

Outstanding exhibits in the Library in March included Photographs of Carl Milles' Sculpture, lent by the American Federation of Art; Paintings and Drawings illustrating the history of music and musical instruments, lent by the University of Pittsburgh; and examples of sculpture made andlent by Lieutenant Robert Martens.

Revision of the filing in the Main Card Catalog, a process which has been under way for the past six months, was completed in March. The catalog drawers are at present over-crowded; a 30% expansion of the present drawer space and the addition of numerous guide cards are necessary to take care of the present and next year's needs. The Catalog Department prepared 907 volumes for reader use in the past month. Of this number 848 were adult books and 59 were juvenile titles. For the 907 books cataloged 3,082 cards were added to the catalogs.

1,123 books acquired by purchase and gift were accessioned in the past month. Principal expenditures from the book fund were as follows: 542 adult books $1,309.71, 421 children's books $809.88, binding 39 magazine volumes $94.67. Subscriptions, pamphlets, postage, etc., brought the total book fund expenses to $2,271.40.

Expenditures for equipment, supplies, maintenance, etc., totaled $320.25 for March 1944.

Respectfully submitted,

Isabel Lynch

CIRCULATION - MARCH 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2969			3040		
Fiction	4205			4162		
Total		7174			7202	
YA Collection						
Non-fiction	193			272		
Fiction	245			258		
Total		438			530	
Total Adult Dept			7612			7732
B & G DEPT.						
Non-fiction	776			974		
Fiction	3751			2646		
Total		4527			3620	
Teacher's Collection						
Non-fiction	285			—		
Fiction	3537			—		
Total		3822			3399	
Total B & G Dept.			8349			7019
TOTAL FOR MAIN LIBRARY			15,961			14,751
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	748			480		
Fiction	2530			1979		
Total		3278			2459	
Juvenile Books						
Non-fiction	807			425		
Fiction	2573			1403		
Total		3380			1828	
Teachers Coll. Adult						
Non-fiction	134			—		
Fiction	50			—		
Total		184			—	
Juvenile						
Non-fiction	282			—		
Fiction	1928	2210		—		
Total					—	
Total Teachers Collection			2394			583
TOTAL FOR EXTENSION DEPT.			9052			4870

Circulation - March 1944

	1944			1943		
GARNET BRANCH						
Adult Dept.						
Non-fiction	521			409		
Fiction	463			375		
Total		984			784	
Juvenile Dept.						
Non-fiction	355			324		
Fiction	201			118		
Total		556			442	
Total for Garnet Branch		1540	1540			1226
GRAND TOTAL ALL DEPARTMENTS			26,553			20,847

SUMMARY						
Adult						
Non-fiction	4565			4201		
Fiction	7493			6774		
		12,058			10,975	
Juvenile						
Non-fiction	2505			1723		
Fiction	11990			4167		
Total		14,495			5,890	
Teacher Coll. 1943				3982		
Total					3,982	
GRAND TOTAL			26,553			20,847

+ 5,706

REGISTRATION - MARCH 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
New borrowers	208			205		
Re-registered	109			22		
Total		317			227	
B & G Dept.						
New borrowers	81			105		
Re-registered	0			8		
Total		81			113	
Total Main Library			398			340
EXTENSION DEPT.						
Bookmobile						
New borrowers	231			102		
Re-registered	4			0		
Total			235			102
GARNET BRANCH						
New borrowers	17			14		
Re-registered	3			0		
Total			20			14
GRAND TOTAL						
NEW BORROWERS	537			426		
RE-REGISTERED	116			30		
TOTAL			653		456	456

REPORT OF THE ACTING LIBRARIAN FOR

APRIL 1944

The total number of books lent for home use during April 1944 was 21,196 as compared with 18,131 in April 1943, an increase of 3,065. All Departments participated in the increases. 567 borrowers cards were issued to readers. Reference statistics show a total of 1,971 questions handled in the Adult Department for the month.

999 volumes were acquired by purchase during the month at a cost of $2,029.65. 11 volumes of periodicals were bound at a cost of $32.57. Renewal of a large portion of the Library's magazine subscription amounted to $353.23. Postage, pamphlets, etc. brought expenditures from the book fund to a total of $2,433.23.

For equipment, supplies and repairs a total of 1,021.29 was expended. Of this amount $963.60 was the cost of additional book shelving ordered for the main floor reading room in February 1944.

1,055 volumes were accessioned in the past month. 474 adult books and 391 juvenile books, a total of 876 new titles, were prepared by the Catalog Department. 54 volumes were re-cataloged, making a total of 930 books handled by the catalogers for the month.

Outstanding titles acquired in April include "The Palace of Minos," by Sir Arthur Evans, and The Annual Register of London for the years 1758 through 1806.

Miss Virginia Cavendish, President of The West Virginia Garden Club, spoke on gardening in the Library's Browsing Room on April 21st.

Of the 95 books sent to Jefferson Park, 77 were returned in April. The returned books showed a circulation of 58 issues. A new collection of books was sent to Jefferson Park in April as a replacement. The fifth deposit collection was made up and sent to the Parent-Teachers Association of Davis Creek school this past month.

Exhibits in the Library this past month included Reproductions of American Paintings and Reproductions of Spanish Paintings lent by the Metropolitan Museum of Art.

At the request of Mr. Longley of St. John's Episcopal Church, the Acting Librarian reviewed new religious books on the Radio Program, "Church To-morrow," April 29th.

The four authors, Helen MacInnes, John Selby, Louis Untermeyer, and Rex Stout, who were in Charleston for the Bond Rally on April 28th, came to the Library to have a picture taken which may appear in the "Publishers Weekly," a national magazine for the book trade.

Respectfully submitted,

Isabel Lynch

CIRCULATION - APRIL 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
Non-fiction	2603			2805		
Fiction	3777			3407		
Total		6380			6212	
YA Collection						
Non-fiction	177			275		
Fiction	193			242		
Total		370			517	
Total Adult Dept			6,750			6,729
B & G DEPT.						
Non-fiction	654			846		
Fiction	3554			2504		
Total		4208			3350	
Teacher's Collection						
Non-fiction				—		
Fiction	1833			—		
Total		1833			1443	
Total B & G Dept.			6,041			4,793
TOTAL FOR MAIN LIBRARY			12,791			11,522
EXTENSION DEPT.						
Bookmobile						
Adult Books						
Non-fiction	542			505		
Fiction	1931			1836		
Total		2473			2341	
Juvenile Books						
Non-fiction	686			490		
Fiction	2269			1491		
Total		2955			1981	
Dep.&Teachers Coll. Adult						
Non-fiction	79			—		
Fiction	60			—		
Total		139			—	
Juvenile						
Non-fiction	195			—		
Fiction	1223			—		
Total		1418			—	
Total Teachers Collection			1,557			1,066
TOTAL FOR EXTENSION DEPT.			6,985			5,388

Circulation - April 1944

	1944			1943		
GARNET BRANCH						
Adult Dept.						
Non-fiction	467			423		
Fiction	450			437		
Total		917			860	
Juvenile Dept.						
Non-fiction	311			274		
Fiction	192			87		
Total		503			361	
Total for Garnet Branch			1,420			1,221
GRAND TOTAL ALL DEPARTMENTS			21,196			18,131

SUMMARY

Adult						
Non-fiction	3868			4008		
Fiction	6411			5922		
		10,279			9930	
Juvenile						
Non-fiction	1846			1610		
Fiction	9071			4082		
Total		10,917			5692	
Teacher Coll. 1943						
Total				—	2509	
GRAND TOTAL			21,196			18,131
			18131			
			+3065			

REGISTRATION - APRIL 1944

	1944			1943		
MAIN LIBRARY						
Adult Dept.						
New borrowers	281			183		
Re-registered	72			11		
Total		353			194	
B & G Dept.						
New borrowers	61			88		
Re-registered				2		
Total		61			90	
Total Main Library			414			284
EXTENSION DEPT.						
Bookmobile						
New borrowers	129			132		
Re-registered	4			0		
Total			133			132
GARNET BRANCH						
New borrowers	16			12		
Re-registered	4			0		
Total			20			12
GRAND TOTAL						
NEW BORROWERS	487			415		
RE-REGISTERED	80			13		
TOTAL			567			428

40 Transient Cards 1943-44